

Williamsburg Junior/Senior High School

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

STUDENT HANDBOOK 2022-2023

Lynell O'Connor, Principal Michael Jepson, Associate Principal

Nathan King, 7-12 Activities Director

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

Danielle McWilliams - 7-12 Mental Health Counselor

Dr. Chad Garber, Superintendent

BOARD OF EDUCATION

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

SCHOOL FIGHT SONG

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

SCHOOL COLORS: Red and White

SCHOOL MASCOT: Raiders



Williamsburg Community School District Equity Statement

Williamsburg Community School District declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, marital status, sexual orientation, 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

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

SCHOOL HOURS

School is in session from 8:15 a.m. – 3:30 p.m.
Office hours are 7:30 a.m. – 4:00 p.m.

REGULAR BELL-JH		REGULAR BELL-HS		1:05 DISMISSAL		10:15 LATE START	
1A	8:15 - 8:59	1A	8:15 - 8:59	1st	8:15 – 9:20	1st	10:15 – 11:09
1B	9:02 - 9:46	1B	9:02 - 9:46	2nd	9:23 – 10:28	3rd	11:12 – 12:42
HR	9:49 - 10:21	HR	9:49 - 10:21	3rd	10:31 – 11:35	2nd	12:45 – 1:39
2A	10:24 - 11:08	2A	10:24 - 11:08	4th	11:38 – 1:05	4th	1:42 – 2:36
2B	11:11 - 11:55	2B	11:38 - 12:22			HR	2:39 – 3:35
3A	11:58-1:09	3A	12:25 - 1:09				
3B	1:12 - 1:56	3B	1:12 - 1:56				
4A	1:59 - 2:43	4A	1:59 - 2:43				
4B	2:46 - 3:30	4B	2:46 - 3:30				
Lunch		Lunch		Lunch		Lunch	
JH: 11:08 - 11:35		B: 11:55 - 12:22		JH: 11:35 - 12:01		JH: 11:09 – 11:35	
		C: 12:42 - 1:09		HS: 12:30 - 1:05		B: 11:42 – 12:08	
				HS students may leave at 12:30.		C: 12:16 – 12:42	

ASSISTANCE DIRECTORY

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

Erica Wilkinson
Lori Wells-Adamson
Nathan King
Michael Jepson
Michael Jepson
Counseling Centers
Deb Von Ahsen
Counseling Center
Todd Yelland
Michael Jepson
Todd Subbert
Michael Jepson
Julie West
Nathan King
Kelli McGuire
Jared Arieux
Main Office
Main Office
Main Office
Danielle McWilliams
Michael Degner
Erica Wilkinson
Lori Wells-Adamson
Chris Hoeg
Max Griffith
Carla Schaefer
Curt Ritchie
Veronica Heitman

Equal Educational Opportunity Grievance Officer

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

DEPARTMENT CHAIRPERSONS

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

Todd Subbert
Megan Schulte
Todd Groepper
Katherine Roloff
Lori Wells-Adamson
Adam Berte
Kathryn Berte
Matt Matthes
Kelli McGuire
Tanya Biggers
Robert Schepanski
Rachel Klein
Todd Yelland

ORGANIZATION

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

ADVISOR

Chris Pankow
Kevin Wilkinson
Todd Subbert
Rachel Klein
Nicholas Law
Krista Casterline
Bridget Mahoney
Veronica Heitman
Katherine Roloff
Chris Hoeg
??

PROFESSIONAL INSTRUCTIONAL STAFF

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

Bridget Mahoney
Rachel Berkland
Chris Koehn
Todd Subbert
Elizabeth Avis
Erica Roth
Emily Nordheim
Megan Schulte
Nicole Thurm
Sara Williams
Julia Rhodes
Krista Casterline
Todd Groepper
Lori Wells-Adamson
Drew Hinchberger
Mickey Hines
Rachel Hovde
Nicholas Law
Vincent Roth
Kevin Wilkinson
Lincoln Aunan
Adam Berte
Kathryn Hafner
Kimberly Cobb
Krystle Stehno
Teresa Schmitt
Veronica Heitman
Drew Hinchberger
Mickey Hines
Rachel Hovde
Matt Matthes
Erin Baack
Wendy Greene
Seth Ickowitz
Patrick O'Brien
Tim Rogers
Christopher Hoeg
Tanya Biggers
Matt Moffitt
Lance Kirby
Nick Nordheim
John Alden
Aaron Feddersen
Jason Negus
Robert Schepanski
Samantha Wiezorek
Katherine Roloff
Max Griffith/Carla Schaefer
Thomas Landeros
Leah Schmidt
Steven Brandt
Kathryn Berte

TABLE OF CONTENTS

<p>ANNUAL NOTIFICATIONS.....5 - 7</p> <ul style="list-style-type: none"> Abuse of Student By District Employee Administrative Scope of Authority Board of Education Policies and Procedures Child Abuse Reporting Equal Educational Opportunities Harassment/Bullying Human Growth and Development Open Enrollment Parent Notification-Highly Qualified Referral Services School Fees-Waiver Policy School Video Cameras Smoke-Free School Student Publications Use of Law Enforcement-K9 Unit Use of Video Cameras on School Buses <p>ACADEMICS.....8 - 12</p> <ul style="list-style-type: none"> Academic Integrity Policy Advanced Placement Courses Appeal Procedures Cheating Policy Course Changes Course Failures Early Graduation Graduation Policy Honors and Academic Awards Infinite Campus National Honor Society Post-Secondary Enrollment Options Prep/Practice and Assessments Progress Reports Report Cards Senior Release Senior Work Release Senior Year Plus Legislation W.I.N. (What I Need) <p>ACTIVITIES.....13 - 17</p> <ul style="list-style-type: none"> Activity Good Conduct Rule Available Programs Church/Family Night Extracurricular Participation Junior High Academic Eligibility Policy Silver Cord Sports Physicals Voluntary Termination <p>ATTENDANCE.....18 - 20</p> <ul style="list-style-type: none"> Attendance-Student College Visitation Days Extracurricular Participation 	<p>BEHAVIOR/DISCIPLINE21 - 24</p> <ul style="list-style-type: none"> Detention Disciplinary Referrals/Process In-School Suspension Rules Public Displays of Affections Saturday School School Attire Search and Seizure Standard of Proof Statement of Jurisdiction Student Conduct at Extracurricular Activities Student Conduct/Suspension/Expulsion Student Expulsion Study Hall Rules Threats of Violence Tobacco, Alcohol, and Drugs. Weapons and Firearms <p>GENERAL PROCEDURES.....25 - 27</p> <ul style="list-style-type: none"> Backpacks Breath Analyzer Concerns/Complaints Daily Announcements Field Trips/Activity Trips Fire and Disaster Drills Food Policy Food Service Meal Charges Hall Passes Hats Health Services Leaving the Building Lockers/Locks Parent-Teacher Conferences Parking School Driver's Permit Senior Lounge Telephone Calls Textbooks Visitors in the Building <p>LMC/MEDIA CENTER.....28 - 30</p> <ul style="list-style-type: none"> Circulation Policy Fine Policy MLA Documentation <p>TECHNOLOGY.....31 - 32</p> <ul style="list-style-type: none"> Cell Phones Electronic Devices Technology Technology Consequences <p>TRANSPORTATION.....33</p> <ul style="list-style-type: none"> Special Education Transportation Transportation Transporting Students in Private Vehicles <p>APPENDIX: PARENT-STUDENT RESOURCES.....34 - 36</p> <ul style="list-style-type: none"> Chemical Dependency. Eating Disorders Insurance Student Records Policy Substance Abuse Directory
--	--

ANNUAL NOTIFICATIONS

ABUSE OF STUDENT BY DISTRICT EMPLOYEES (BP 402.2)

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

Employee Child Abuse Investigator:

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

ADMINISTRATIVE SCOPE OF AUTHORITY

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

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

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

BOARD OF EDUCATION POLICIES AND PROCEDURES

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

CHILD ABUSE REPORTING (BP 402.2)

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

EQUAL EDUCATIONAL OPPORTUNITIES:EEO (BP 102)

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

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

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

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

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

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

HARASSMENT/ANTI-BULLYING (BP104)

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

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any 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 handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

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

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance

with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

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

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

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

HUMAN GROWTH AND DEVELOPMENT (BP 603.5)

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

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

OPEN ENROLLMENT (BP 501.14 & BP 501.15)

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

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

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

PARENT NOTIFICATION-HIGHLY QUALIFIED

Parents/Guardians in the Williamsburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-668-1059.

REFERRAL SERVICES

All schools within the Grant Wood Area Education Agency operate a Child Study Team (CST). The main purpose of the CST is to act as an in-house solving group of professionals who develop educational strategies to help children learn. If parents are concerned about their child's progress, they should first confer with the classroom teacher. If further support is needed, the CST may be utilized to develop plans or refer the child for further educational evaluation.

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

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

SCHOOL FEES - WAIVER POLICY (BP 503.3)

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

are in foster care are eligible to have their students' fees waived or partially waived.

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

SCHOOL VIDEO CAMERAS

Williamsburg Jr./Sr. High School has a number of cameras that assist in monitoring the school grounds. The cameras will assist the administration in providing a safe environment for students and a positive building climate. Cameras scan some of the outside premises, entrances, and hallways. The cameras will digitally record events twenty-four hours a day.

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

STUDENT PUBLICATIONS (504.3)

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

USE OF LAW ENFORCEMENT - K-9 UNIT

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

USE OF VIDEO CAMERAS ON SCHOOL BUSES

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

ACADEMICS

ACADEMIC INTEGRITY POLICY

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

DEFINITION

Having academic integrity means valuing and demonstrating:

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

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

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

Some examples of what cheating looks like:

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

Consequences

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

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

ADVANCED PLACEMENT COURSES

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

APPEAL PROCEDURES

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

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

COURSE CHANGES

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

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

COURSE FAILURE

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

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

EARLY GRADUATION (BP 505.6)

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

GRADE MARK VALUES

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

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

GRADUATION POLICY – (BP 505.5)

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

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

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

Four-Year Plan:

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

The following courses are required for graduation:

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

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

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

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

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

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

HONOR ROLL AND ACADEMIC AWARDS

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

GPA Improvement

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

Honor Roll JH/HS

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

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

Academic Letter

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

Senior Academic Awards

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

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

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

INFINITE CAMPUS

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

NATIONAL HONOR SOCIETY

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

- Students in selected grades with a minimum cumulative grade point average of 3.4 will be invited to attend the orientation meeting after the completion of the first semester.
- Students who attend the orientation meeting will receive the selection packet and guidance to complete the materials. Students will receive examples of leadership and service to include in their application.
- Students who complete the selection materials will be rated in the areas of leadership, service, and character by teachers who have had the student in class 7-12.

- The teacher ratings along with the completed student selection materials will be made available to the five person faculty committee.
- Students selected for National Honor Society will receive a majority vote by the five-person committee. Students who have received a majority vote will be sent an invitation to the induction ceremony. Students who were not selected will receive a letter indicating the areas of character, leadership, and service in which the student was considered not suitable for selection.

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

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

POST-SECONDARY ENROLLMENT OPTIONS (BP 604.6)

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

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

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

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

- The course is taken from a public or accredited private post-secondary educational institution;
- A comparable course is not offered in the School District. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the Board, to a course offered by the School District;
- The course is in the discipline areas of mathematics, science, social sciences, humanities,

vocational-technical education, or a course offered by the community college career options program;

- The course is a credit-bearing course that leads to a degree;
- The course is not religious or sectarian; and
- The course meets any other requirements set out by the Board.

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

Students grades 9-12 will be reimbursed for tuition and other costs directly related to a university course up to \$250. Students who take courses during the summer months when school is not in session are responsible for the costs of attendance for the courses.

PREP/PRACTICE AND ASSESSMENTS

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

Students not completing Prep/Practice may be dropped from the course or unable to receive credit regardless of priority standard grades.

PROGRESS REPORTS

Parents may access their child's attendance and grades utilizing the Infinite Campus portal. Grades are to be updated no later than 8:30 every Monday morning.

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

REPORT CARDS

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

SENIOR RELEASE

Seniors who meet the following criteria can be dismissed from classes for the first or last hour of the day

- Has scored proficient or above on the reading, math and science tests of the Iowa Assessments or deemed college-ready by Kirkwood Community College entrance tests.
- Has passed all classes taken during the previous term.
- Maintains C- or above in all courses during the term(s) of senior release.
- Has good attendance from the term before.

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

- All students on senior release must be off school grounds unless they are in direct supervision of a teacher or have permission from the administration. Students should not be in the hallways, locker rooms or parking lot.
- If the office is notified at any time during a term that a senior release student is below a C- grade, he/she will immediately lose senior release for a minimum of two weeks and be placed in study hall in order to work on that class. Students must communicate this to their employers immediately.
- Senior students must be aware of all alternate schedule days and are expected to be at school.
- Any student with excessive absences or attendance problems can lose senior release for the remainder of the school year.

SENIOR WORK RELEASE

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

- The student must be a senior on track to graduate with approval from the principal.
- Proper paperwork filed with the guidance counselor and principal.
- Must be actively employed during the time requested. Students who are not actively working during the requested time must report back to school.
- Failure to report back to school during non-working time will result in loss of work release permit.
- Seniors who fall below a C- grade in any course will be required to forfeit his/her work release. Students will be enrolled in a study hall for a minimum of two weeks before the grades are checked again.

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

SENIOR YEAR PLUS LEGISLATION

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

- This programming is available to all students in grades 9-12.
- Students may only access courses contracted by the school district and community college. Students will receive course descriptions of available courses every semester.
- Students accessing coursework under this program in the summer will be paid by available state funding.
- Postsecondary institutions cannot charge students in the program for tuition, textbooks, materials, or fees related to the course unless students are required to purchase equipment that becomes the property of the student. The new statute emphasizes textbooks cannot be considered equipment.
- Community college courses that are taken during winter break and in May are eligible for reimbursement. The district must cover the cost up to \$250 per student.
- If a student fails a course, the student will not be allowed to take an online course the following semester and will lose senior privileges.

- If a student drops a course after the fifth day of the course start date, the student will not be allowed to take an online course the following semester and will lose senior privileges.

Concurrent Enrollment

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

Guidelines for eligibility

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

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

W.I.N. (What I Need)

W.I.N. time will be scheduled each week Monday-Thursday after school for students who are missing prep/practice, assessments, or need extra help in coursework from WHS staff. Administrators and teachers will work with students and parents to schedule this time on a week-by-week basis. Students are required to go to WIN if the administrator is given his/her name. Students MUST attend WIN before attending practice. Students may attend a game or other school activity without consequence. A student who is required to go to WIN MUST make up each hour missed within one week of missing for reasons outside of school. The administration will assign students to WIN who are missing an excessive amount of assignments from all scheduled classes..

ACTIVITIES

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

ACTIVITY GOOD CONDUCT RULES (BP 503.4 R1)

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

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

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

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

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of vape-related products or paraphernalia.

- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within- reach of or in "close proximity to" the contraband (e.g. , alcohol or other drugs).
- Being in attendance at a function or party, in a vehicle, or other location where the student knows or has reason to know that alcohol or other drugs are being consumed or possessed illegally by minors and failing to leave despite having a reasonable opportunity to do so, evidence of such to include, but not be limited to, photos, video, or admission.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Repeated acts of unsportsmanlike conduct, including profanity, or verbal abuse toward persons such as players, coaches, and patrons representing Williamsburg Community Schools or other schools, or sports officials and judges.
- Participation in sexual harassment, including but not limited to: unwelcome sexual advances, requests for sexual favors, an/or other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.
- Exceedingly inappropriate or offensive conduct, including but not limited to assaulting staff or students or gross insubordination (talking back or refusing to cooperate with authorities).
- Serious hazing, bullying, or harassment of others which leads to a suspension (NOTE: This could include group conduct.)

Mere Presence

A student's "mere presence" in bars or attendance at a function or party, or in a vehicle or other location where alcohol or other drugs are being consumed/possessed illegally by minors and

failing to leave despite having a reasonable opportunity to do so is a violation of the good conduct policy. Students should avoid situations where their guilt or innocence is in question.

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

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

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

2. **Other offenses:**

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

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

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

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

4. **Reduction in Penalty** - If a student admits a violation of the Good Conduct Rule to a coach, administrator, or activity sponsor within 48 hours of the infraction, the penalty will be reduced by fifty percent. This provision applies to the first

offense only, and may not be applicable to the rule regarding drugs or controlled substances.

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

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

7. **Reinstatement:** a student who incurs a third violation is deemed ineligible for the remainder of their high school career. Students may apply for reinstatement after one calendar year has passed from the day they are notified of their loss of eligibility. Application for reinstatement should be delivered to the activities director. A committee consisting of the building principal, activities director, a member of a coaching staff for whom the student does NOT participate, and a school counselor shall hear the request for reinstatement in a private, informal hearing. The reinstatement committee shall provide a written response to the request within 14 days of receiving the application. Decisions of the reinstatement committee will be final, as the request for reinstatement constitutes an appeal to ineligibility. Consideration for reinstatement will be strengthened through demonstration of participation in drug/alcohol counseling, community service, contribution to the school community, and/or consistent positive decision making. These examples do NOT reflect the only steps students may take in order to be considered for reinstatement. Students who are found to be in violation of the Good Conduct Policy after being reinstated will lose eligibility without the option for reinstatement.

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

9. Students will serve a consequence in up to three categories: Athletics, Fine Arts, and Club/Organizations. In each category, the student will be ineligible for events in their current and/or next activity, and the number of events to be missed will be based on the scheduled events in the current and/or next eligible activity in each of the three categories.

The period of ineligibility is immediately in effect upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is begun or carried over to the time the student seeks to participate in the next activity or contest.

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

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

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

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

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

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

- A. Be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be

denied eligibility if the student's school program deviates from the traditional two-semester school year.

- a. *Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.*
 - b. *If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.*
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
 - E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.
 - F. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
 - G. A student is academically eligible upon entering the ninth grade.
 - H. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school

graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].

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

Academic Eligibility (Speech and Music):

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

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

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

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

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

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

AVAILABLE PROGRAMS

Programs available to all 9-12 students include:

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

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

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

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

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

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

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

CHURCH/FAMILY NIGHT

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

EXTRACURRICULAR PARTICIPATION

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

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

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

JUNIOR HIGH ACADEMIC ELIGIBILITY POLICY

Eligibility for 7th and 8th-grade students at WCSO participating in the interscholastic athletic competition will be determined on a weekly basis by each individual student's grades. Every student must be completing prep and practice to be eligible for competitions. However, students ineligible for the competition will still be a member of the team and may continue to participate in practices throughout the season.

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

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

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

SILVER CORD

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

SPORTS PHYSICALS

Athletes will NOT be permitted to take part (practice or participate) in interscholastic sports without a current physical form and proof of insurance and concussion form on file with the Activities Director.

VOLUNTARY TERMINATION

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

ATTENDANCE

ATTENDANCE-STUDENT (BP 501.9-501.10)

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. 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 requests.
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 the 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 the parent(s)/guardian(s) and the school. All absences must be reported to school officials by a parental phone call or a 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.

- a. Funerals for non-family members
- b. WORK in the family business- five days maximum per school year
- c. Driver's license – maximum half day
- d. Family vacation
- e. State contests in which another WHS student is competing.
- f. Educational trip - with approval from the 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/guardians. 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.

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

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

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 a 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

- 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

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 the 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 an unexcused absence.
2. **5th unexcused absence**- may be dropped from the class and receive no credit. The principal, parent/guardian, and the 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 an unexcused absence.

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

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 reasons judged appropriate by school authorities will not be considered tardy.

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

- 1st tardy - warning

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 provisions of this policy.

EXTRACURRICULAR PARTICIPATION: Students in extracurricular activities must be in school a minimum of a half-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 that 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 helping 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 student's license to drive.

COLLEGE VISITATION DAYS

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

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

WCSD also recognizes the importance of parents in the selection process of a post-secondary school. With that in mind, the following guidelines will be used in arranging college visit days.

1. Students must contact the college they wish to visit in advance to establish the date, time, and content of the college visit. The guidance counselor will help the student arrange visitation day or will provide telephone numbers and information to the parent, should they like to make the arrangements.
2. Parents/Guardians will be responsible for contacting the office one week prior to the college visit.

3. It is important that parents attend these college days with their son/daughter to help in the decision process and the WCSD will assume that a parent or guardian will be with their son/daughter attending the college day.

EXTRACURRICULAR PARTICIPATION

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

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

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

BEHAVIOR/DISCIPLINE

DETENTION

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

The following guidelines are to be adhered by:

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

Students who choose not to follow the guidelines will be asked to leave detention and the time will be doubled for the following day.

DISCIPLINARY REFERRALS / PROCESS

When a teacher or other school official finds a student has broken a school rule, the teacher will fill out a disciplinary report and send it to the administration.

The administration will then arrange to speak to the student as soon as possible by either sending an appointment slip to the student or calling him/her out of class immediately.

When the principal meets with the student, he will discuss the reported incident. Students will have a chance to tell their side.

The principal/designee may:

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

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

EXPECTATIONS FOR CLASSROOM BEHAVIOR

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

- Be present for class and engage with staff and peers.
- Be prepared for class with materials
- Complete all assigned tasks with integrity.
- Show respect for peers and staff.
- Utilize class time efficiently when given independent work time.

IN-SCHOOL SUSPENSION RULES

1. Students will not be permitted to socialize while in the ISS room. They are to be working at all times.
2. Students must bring their books and other materials needed to complete their assignments.
3. Students must report to the ISS room immediately when they arrive at school and no later than 8:25 a.m. on the days of suspension.
4. Students must complete their assignments by the end of the day.
5. Students will not be permitted to participate in extracurricular activities while assigned to ISS.
6. Students will eat lunch supervised by the principal or his designee.
7. Students must leave school property immediately after the end of the school day.
8. If the student has completed classroom assignments before the conclusion of the ISS time, s/he will be expected to make productive use of the remaining time.
9. Students will not be allowed to possess or use radios, video games, cards, cell phones, etc. during ISS time. These will be turned into the front office.

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of

Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

PUBLIC DISPLAYS OF AFFECTION

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

SATURDAY SCHOOL

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

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

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

SCHOOL ATTIRE (BP 502.1)

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

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

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

The principal makes the final determination of the appropriateness of the student's appearance. Students

inappropriately dressed are required to change their clothing or leave the school.

SEARCH AND SEIZURE (BP 502.8)

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

Reasonable suspicion may be formed by considering factors such as the following:

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

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

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

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

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

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

STANDARD OF PROOF

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

STATEMENT OF JURISDICTION

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The

board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

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

STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

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

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

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the School District or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Inappropriate student behaviors include, but are not limited to: open or persistent defiance of authority and/or rules; threatening, striking, or assaulting any school employee or

another student; extortion, vandalism to school property; profanity; theft; possession of a weapon, possess or sale of liquor, tobacco, or narcotics; smoking; failure to abide by corrective discipline measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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

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

STUDENT EXPULSION

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

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

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

STUDY HALL RULES

Students who take advantage of study hall time shall have the right to a quiet learning environment.

1. The study hall is for quiet study time for students.
2. Students are expected to come to study hall with materials needed for the entire period.
3. Students working on group projects may work in designated areas.
4. Permission to speak with another student is given by the study hall teacher.
5. Students must use the restroom located nearest their study hall.
6. Students must have a pass from a teacher in order to be excused from the study hall to visit a classroom.
7. Cards, games, radios, video games, or electronic communication devices, etc. are not allowed in study halls.
8. Students must have a free-reading book and read for the first twenty minutes of study hall if he/she is completed with homework.
9. Students grades 9-12 may access computer games the last 20 minutes of study hall if all prep/practice is completed and the student is proficient on all standards.
10. Students will be allowed to listen to school approved music sites.
11. Students are not allowed to watch YouTube or other streaming sites that do not directly relate to a class assignment.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history, the degree of legitimate alarm or concern in the community created by the threat; and other relevant information from any credible source.

TOBACCO, ALCOHOL, AND DRUGS (BP 502.7)

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

WEAPONS & FIREARMS POLICY (BP 502.6)

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

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

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

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

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

GENERAL PROCEDURES

BACKPACKS

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

BREATH ANALYZER

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

1. When the administrator has reason to believe that any individual or group of individuals on school property has been consuming alcohol.
2. In addition to the administrator in charge, a second adult is to be present at the time the breath analyzer is used.
3. Any person who has been requested to take the test and subsequently refuses to do so or test positive shall be considered in violation of the school's alcohol policy. Law enforcement personnel will then be contacted.
4. A Williamsburg student showing a positive reading on the breath analyzer shall be subject to school discipline policy and law enforcement will be contacted. At this time, an attempt will be made to contact a parent/ guardian.

CONCERNS:

If a parent or student has a concern with a teacher, coach or situation at school, you are urged to follow this procedure.

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

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

DAILY ANNOUNCEMENTS

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

FIELD TRIPS/ACTIVITY TRIPS:

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

- All homework must be turned in prior to the absence unless approved by the administration.
- The pre-excused form must be signed by all teachers and turned into the sponsor the day prior to the trip.
- The student must be passing all classes.
- The student must be in good attendance standing

FIRE AND DISASTER DRILLS

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

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

FOOD POLICY

Students may bring food to the HS cafeteria before school to eat if they have morning practices. Students should not have open food or drink containers in their lockers. Water bottles are allowed in classrooms, but food is not allowed without approval from the administration.

FOOD SERVICE

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

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

Students may bring lunch, but ordering out is not allowed due to federal hot lunch program requirements. Parents are welcome to bring their children lunch for consumption by their children only during the lunch period. Students may not share their lunch from an outside source with other students. Other relatives or acquaintances may not bring lunch to a student.

Students are not allowed to take money out of their lunch account to pay other school fees.

Meal Charges – (BP 710.4)

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

Payment of Meals: Students have the 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 the negative balance is paid. Ala Carte purchases will not be allowed with a negative balance. No students will be allowed to charge during the last two weeks of school in May. Families may add money to student accounts through an online payment system or through the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for 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.

HALL PASSES/ASSIGNMENT HANDBOOK

Students must have permission to be in the halls while classes are in session. Students must obtain permission from their teacher to leave class. Misuse of passes may result in restrictions or disciplinary action by the administration. Students should not deface or remove the identification label on any assignment handbook or they may be subject to loss of privileges or may need to purchase a new assignment handbook.

HATS

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

HEALTH SERVICES

The WCSD provides a school nurse in the secondary building daily from 8:00 to 12:00 p.m. After 12:00 p.m. students need to report to the front office for medical needs. The nurse, along with some staff members, has the authorization to administer medication (BP 507.2)

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

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

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

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

LEAVING THE BUILDING

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

LOCKERS (BP 502.8 R1)

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

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

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

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

PARENT TEACHER CONFERENCES

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

PARKING

Students will be charged a fee for a parking permit which is renewed every year at registration. Students must have a parking permit to park in student designated areas. Students must park their motorized vehicles in the lot located to the east of the building. Students are expected to come directly into the building after parking their vehicles. Students may not move their vehicles from this lot during the school day, nor be in the lot during the day without permission of the administration. Vehicles that are improperly parked will be moved by the driver by request of a school official. Students who drive recklessly may be subject to consequences from the administration which may include loss of parking privileges and/or detention. Students are reminded to report any accidents which occur in the school parking lot.

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

SCHOOL DRIVER'S PERMIT

Students who are applying for a school driver's permit may use it only to drive to and from school and school activities by the most direct route between the hours of 6 a.m. and 10 p.m.

School permits will be revoked with the possibility of a license suspension if the permitted usage is violated.

In order to obtain a school driving permit, a student must meet ALL of the following criteria:

1. Be at least 14 years of age
2. Have completed Driver Education
3. Obtained proper forms from the principal's office
4. Live at least one mile from the attendance center
5. Be actively involved in extracurricular activities which may include: football, cross country, swimming, volleyball, band, baseball, softball, show choir, jazz band, wrestling, basketball, golf, track, soccer, musicals, and plays.
6. Submit a letter of request to the superintendent.
7. Parent/guardian and the student must be in attendance to discuss and sign forms listed above.

The following items are needed for this appointment:

- a. Form from the principal's office
- b. Learner's permit
- c. Social Security card,
- d. Signed Certificate of Completion of driver's education course.

SENIOR LOUNGE

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

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

TELEPHONE CALLS

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

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

TEXTBOOKS

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

VISITORS IN THE BUILDING

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

LMC/MEDIA CENTER

MEDIA CENTER (LMC)

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

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

Circulation Policy:

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

Fine Policy:

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

LOGIN DIRECTIONS FOR ONLINE RESOURCES

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

The following resources are provided by Iowa AEA Online.

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

The following resources are provided by Grant Wood AEA.
NetTrekker Student News Network EBSCO

The following resources are provided by WCSD.

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

ABC-CLIO World History – The Modern Era
Gale Biography In Context

Please see the library staff with questions about these resources.

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

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

DOCUMENTATION GUIDE MLA STYLE

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

The works cited page:

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

Examples:

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

Parenthetical citing:

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

Example of an endnote:

Langston Hughes's manifesto, "The Negro Artist and the Racial Mountain," helped a generation of black writers to create their own art (Huggins 133).
(This reference specifies that the idea expressed in the sentence comes from page 133 of a book by Huggins.)

Example of textnote:

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

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

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

Example of sentence reference:

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

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

Example of sentence reference:

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

Print Resources Books/Pamphlets

A book with one author

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

A book with multiple authors

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

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

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

A book by a corporate author

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

A book with an editor, or compiler, or translator

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

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

An Illustrated Book or a Graphic Narrative

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

A play or novel from an anthology

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

Reference Book – General

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

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

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

Reference Book – Specialized

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

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

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

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

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

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

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

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

Magazines and Newspapers

Bates, Eric. “The Shame of Our Nursing Homes.” *The Nation*. 29 Mar. 1999. 11-19. Print.

Page, Susan. “Gephardt Endorses Gore for 2000.” *USA Today*. 16 Mar. 1999. Sec A: 1. Print.

“Health Risk on Tap.” Editorial. *Los Angeles Times*. 11 Feb. 1998. B6. Print.

Ante, Spencer E. "Dark Side Arises for Phone Apps." *Online.wsj.com. Wall Street Journal*. 3 June 2010. Web. 4 June 2010.

Interviews

Smith, Jane. Personal interview. 11 Mar. 2010.

Smith, John. Telephone interview. 7 May 2008.

Reviews

Rozen, Leah. Rev. of *October Sky*, dir. John McTiernan. *People Weekly*. 1 Mar 1999: 31. Print.

Electronic and Audiovisual Sources

"Keepers of the Wild." *Geographic Special*. Narr. Glenn Close. Writ. and dir. Allison Argo. PBS. WNET, New York. 30 Aug. 1995. Television.

The English Patient. Dir. Anthony Minghella. Perf. Ralph Fiennes, Juliette Binoche, William Dafoe, and Kristin Scott Thomas. Miramax, 1996. Film.

Subscription Databases

Brezina, Corona. "Tanning and Skin Care." *Teen Health and Wellness*. Rosen, 2010. Web. 4 Jun. 2010.

Gable, John A. "Roosevelt, Theodore." *World Book Advanced*. World Book, 2010. Web. 4 June 2010.

Hoover, Bob. "Censorship Never Goes Out of Style." *Pittsburgh Post-Gazette (Pittsburgh, PA)*. 31 Aug 2008: E. 5. *SIRS Researcher*. Web. 4 Jun 2010.

"Iran History" *CountryReports*. CountryReports, 2010. Web 4 Jun. 2010.

"Ireland." *CultureGrams Online Edition*. ProQuest, 2010. Web. 4 Jun 2010.

Katel, Peter. Jobs outlook. *CQ Researcher*, CQ Researcher Online. Vol. 20, 481-504. Web. 04 June 2010.

"Leslie Groves." *American History*. ABC-CLIO, 2010. Web. 4 June 2010.

Pindak, Olessa. "Tune in to your skin." *Natural Health* 40.3 (2010): 32. *MasterFILE Premier*. EBSCO. Web. 4 June 2010

General Websites

"Better Animal-Free Test for Chemicals That Can Cause Contact Dermatitis." *Science Daily*. Science Daily LLC. 1 June 2010. Web. 4 June 2010.

"D-Day." *American Experience*. WGBH. 2009. Web. 4 June 2010.

"Learning Russian in Moscow." Ziegler and Partner. 8 Nov 2003. Web. 4 June 2010.

"Australia." *World Factbook*. CIA. 27 May 2010. Web. 4 June 2010.

Media Resources

"Frank Lloyd Wright." Dir. Ken Burns. PBS Home Video, 1998. Videocassette.

Lewis, Jerry Lee. "Great Balls of Fire". *American Diner*. Penny, 1957. CD.

"Jamaica Flag." *World Atlas*. Web. 4 June 2010.

"Christmas." *iClipart*. Image item #180879. Vital Imagery Ltd. 2010. Web. 4 June 2010.

Sancetta, Amy. *World Trade Center Attacks 9/11*. 2001. *AP Images*. Associated Press. Web. 4 June 2010.

Polk, Charles Peale. *George Washington*. 1790. *Metropolitan Museum of Art*, New York. Web. 10 Feb. 2004.

E-Mail

Schubert, Josephine. "Re: Culture Shock." Message to the author. 14 Mar. 1998. Email.

Works Cited

MLA Handbook for Writers of Research Papers. 7 ed. New York: The Modern Language Association of America, 2009.

TECHNOLOGY

CELL PHONES

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 lunchtime. Students must have phones secured out of sight and in the "off" mode before entering the classrooms.

Teachers may allow students to use cell phones for 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 will not be visible within the classroom. Teachers are expected to confiscate cell phones that are in use, heard or seen and bring them to the front office.

Students who refuse to hand over the cell phone to the adult in charge will have an immediate consequence above the offense. Cell phones should never be used in locker rooms or restrooms at any time. Students found in violation of the cell phone policy will be given the following consequences (including students allowing other students the use of their cell phone):

- 1st offense: Cell phone will be returned at the end of the school day.
- 2nd offense: Parents will be notified to pick up their student's phone from the high school office. The cell phone will be turned in to the front office during school hours for one week and receive 30-minute detention.
- 3rd offense: Parents will be notified to pick up their 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 60-minute detention.
- 4th offense: Parents will be notified to pick up their student's phone from the high school office. The cell phone will be turned in to the front office during school hours for the remainder of the school year. The student will receive a four hour Saturday School.

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

In addition, classroom teachers may ask students to place their phones in a basket during class time or if the student takes a hall pass. The teacher will return the cell phones at the end of the hour. If a student refuses to hand over the cell phone, the student may lose cell phone privileges for an amount of time determined by the administrator. 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.

ELECTRONIC DEVICES

Electronic devices including, but not limited to, iPods, laser pointers, video cameras, cameras, smart watches, and walkie-talkies are not permitted to be used in the school building without approval from the administration. These articles cause distractions to the learning environment of the school. Any electronic device that is intentionally or unintentionally brought into the classroom will be confiscated

and given to the building principal. Students who have multiple offenses will be subject to disciplinary actions. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will result in the same procedure as the cell phone policy. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted.

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 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 the 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 the Internet. Parents will be required to sign a permission form to allow their students to access the computer network and the 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.

TECHNOLOGY CONSEQUENCES

Students are expected to use school-issued technology for educational reasons. Students found in violation of the technology use policy will be given the following consequences:

- **1st offense:** Students will be issued a warning.
- **2nd offense:** Restrictions placed on your laptop for one week and the student will receive 30-minute detention.
- **3rd offense:** Restrictions placed on your laptop for one month and the student will receive 60-minute detention.
- **4th offense and beyond:** Restrictions placed on your laptop for one term and student will receive a Saturday School.

TRANSPORTATION

SPECIAL EDUCATION TRANSPORTATION (BP 711.1)

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

TRANSPORTATION (BP 711.1)

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

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

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

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

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

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

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

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

APPENDIX: PARENT-STUDENT RESOURCES

CHEMICAL DEPENDENCY

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

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

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

EATING DISORDERS

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

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

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

INSURANCE

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19 who meet certain criteria are eligible. The coverage includes doctors' visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy, and hospital services, to name a few. Parents are urged to call 1-800-257-8563 or go to the web site at www.hawk-i.org for more information.

STUDENT RECORDS POLICY (BP 506)

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

Records for junior/senior high school students are located in the high school office. Any exceptions will be noted in the student's other records or by Darlene Harding, 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 object in writing by the first day of school to the principal. The objection needs to be renewed annually.

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

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

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

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

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

SUBSTANCE ABUSE DIRECTORY

Alcoholics Anonymous

(319) 642-5528

Eating Disorder Clinic

(319) 353-5933

Family Service Agency

(319) 398-3574

Foundation II Crisis Center

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

Iowa Dept. Human Services-Iowa County

(319) 642-5573

Iowa Lutheran Hospital

(515) 263-5672

Mid-Eastern Council on Chemical Abuse - Marengo

(319) 642-5528

Sedlacek Treatment Center-Cedar Rapids

(319) 398-6226 24 hour Hotline

Substance Abuse Information

1-800-247-0614