



Williamsburg Junior / Senior High School

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

STUDENT HANDBOOK 2017-2018

Lynell O'Connor, Principal

Tim Hoffman, Assistant Principal

Curt Ritchie, 7-12 Activities Director

Erica Wilkinson, 9-12 Counselor

Lori Wells-Adamson, 7-8 Counselor

Dr. Chad Garber, Superintendent

Michael Jepson, Curriculum Director

BOARD OF EDUCATION

Tom Claypool, President

Mark Armstrong

Matt Blythe

Brian Phillips

Kimberly Finn

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: The Raider

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.

VISITORS

All persons entering the building during school hours must register at the main office and are required to wear the identification badge in a visible placement. 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. – 3:35 p.m.

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

REGULAR BELL SCHEDULE

1A	8:15 – 8:55
1B	8:58 – 9:38
2A	9:41 – 10:21
2B	10:24 - 11:04
3 rd	11:07 – 12:56
LUNCH	
A: 11:04 – 11:30	
B: 11:47 – 12:13	
C: 12:30 - 12:56	
S/A	12:59-1:26
4A	1:29-2:09
4B	2:12-2:52
5	2:55-3:35

1:05 Dismissal

1 st period	8:15 – 9:20
2 nd period	9:23 – 10:28
4 th period	10:31 – 11:35
3 rd period	11:38 – 1:05

2:30 Dismissal

1 st period	8:15 – 9:40
2 nd period	9:43 – 11:08
3 rd period	11:11 – 1:02
4 th period	1:05 – 2:30

10:15 Start

1 st period	10:15 – 11:09
3 rd period	11:12 – 12:42
2 nd period	12:45 – 1:39
4 th period	1:42 – 2:36
5 th period	2:39 – 3:35

Lunch

11:35 – 12:01
7th – multipurpose room
8th – HS lunch room
All High School students may eat at 12:30 or leave.

Lunch

“A” 11:08 – 11:34
“B” 11:54 – 12:20
“C” 12:36 – 1:02

Lunch

“A” 11:09 – 11:35
“B” 11:42 – 12:08
“C” 12:16 – 12:42

*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)

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or any other emergency condition causing a school late start, early dismissal, or school cancellation, parents / guardians may call or listen to:

Radio: WMT 600 AM / 96.5 FM

Television: KCRG Channel 9

Please do not call administrators or faculty members to find out about school closings.

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FULL BOARD POLICIES REFERENCED IN THE HANDBOOK ARE AVAILABLE TO REVIEW THROUGH THE SUPERINTENDENT OFFICE.

STUDENT COUNCIL - SENIOR EXECUTIVE OFFICERS

Co-Presidents	Katie Montross & Claudia Adamson
Secretary	Emily Jensen
Treasurer	Reese Koppenhafer
Publicity Director	Mackenzie O'Neil
Sergeant of Arms	Kael Royster
Advisor	Mrs. Shannon Musser

CLASS ADVISORS

9 th	Mrs. Bean, Mr. King, Ms. Koehn, Ms. Lemburg, TBA
10 th	Mrs. Bullis, Mr. Daniels, Mrs. Williamson, Ms. Degen, Mrs. Conklin
11 th	Mr. Groepper, Ms. Roloff, Ms. Stehno, Ms. Goodman, Mr. Hovick
12 th	Mrs. Heitman, Mrs. Nordheim, Mr. Subbert, Mrs. Wilkinson

ASSISTANCE DIRECTORY

Academic Problems 9-12	Erica Wilkinson
Academic Problems 7-8	Lori Wells-Adamson
Athletics	Appropriate Coach or Curt. Ritchie
Attendance	Tim Hoffman
Changing Schools	Counseling Centers
Class Rings	Deb Von Ahsen
College Information	Counseling Center
Computer Labs	TBA
Discipline 9-12	Lynell O'Connor
Discipline 7-8	Tim Hoffman
Driver's Ed	Brandon Fritz
Early Dismissal Requests	Lynell O'Connor
ELL Support	Julie West
Extra Curricular Activities	Curt Ritchie
ICN Room	Main Office
Illness	Kelli McGuire
Instructional Coach	Jared Arieux
Locker Problem	Main Office
Lost and Found	Main Office
Lunch	Main Office
Migrant Support	Michael Degner
Personal Guidance 9 - 12	Erica Wilkinson
Personal Guidance 7 - 8	Lori Wells-Adamson
SUCCESS Center	Max Griffith/Carla Schaefer
Tech Lab	William Tuthill
Transportation	Robert Miller
Yearbook	Nancy Pallardy

Equal Educational Opportunity Grievance Officer
 Dr. Carol Montz, Superintendent
 810 West Walnut Williamsburg, IA 52361
 319-668-1059

DEPARTMENT CHAIRPERSONS

Business Education	Todd Subbert
English / Language Arts	Megan Schulte
Fine Arts	Todd Groepper
Foreign Language	Katherine Roloff
Guidance	Lori Wells-Adamson
Mathematics	Adam Berte
Music	Steve Manning
Physical Education	Kari Bullis
School Nurse	Kelli McGuire
Science	Tanya Lemburg
Social Studies	Robert Schepanski
SOAR	Rachel Klein
Technology	TBA

PROFESSIONAL INSTRUCTIONAL STAFF

Agricultural Science	John Daniels
Business Education	Chris Koehn
Business Education	Todd Subbert
English	Christopher Bowcutt
English	Emily Nordheim
English	Megan Schulte
English	Amy Degen
English	Nicole Thurm
Family / Cons. Sciences	Krista Goodman
Family / Cons. Sciences	Sue Bean
Guidance 7 - 8	Lori Wells-Adamson
Health	TBA
Health	Nathan King
Industrial Technology	Dustin Larsen
Industrial Technology	William Tuthill
Industrial Technology	Kevin Wilkinson
Math	Adam Berte
Math	Clancy O'Brien
Math	Slade Hovick
Math	Kathryn Manternach
Math	Krystle Stehno
Math	Greg Stolze
Media Center/LMC	Veronica Heitman
Physical Education	TBA
Physical Education	Kari Bullis
Physical Education	Nathan King
Physical Education	Matt Matthes
Special Education	Kurtis Broeg
Special Education	TBA
Special Education	Wendy Greene
Special Education	Erin Baack
Special Education	Becky Schmidt
Science	Christopher Hoeg
Science	Tanya Lemburg
Science	Allison Sauser
Science	Lance Kirby
Science	Nick Nordheim
Social Studies	Kyle Peterson
Social Studies	Aaron Feddersen
Social Studies	Nathan Rodemeyer
Social Studies	Robert Schepanski
Spanish	Ann Conklin
Spanish	Katherine Roloff
Success Center/Alt. Program	Max Griffith/Carla Schaefer
Instrumental Music 7 - 8	Thomas Landeros
Instrumental Music 9 - 12	Stephanie Williamson
Vocal Music 7-12	Steven Manning
Vocal Music 9-12	Kathryn Berte
Yearbook	Nancy Pallardy

ORGANIZATION

Construction Club/FTC
FFA
FCCLA
National Honor Society
Spanish Club
Student Council
Speech
Jr. High National Honor Society
Jr. High Student Council
SOAR
DECA

ADVISOR

Kevin Wilkinson
John Daniels
Krista Goodman
Veronica Heitman
Katherine Roloff
Shannon Musser
Amy Degen
Nicole Thurm
Lori Wells-Adamson
Rachel Klein
Todd Subbert

Board of Education 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.

ACTIVITY GOOD CONDUCT RULES (BP 503.4 R1)

The Board of Directors of the WCSD 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 (Spanish Club, German 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 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 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 where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so
- 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)
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others NOTE: This could include group conduct!

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 controlled substance will result in dismissal from activities for one calendar year.
2. Other offenses:
 - First Offense:** Student is declared ineligible for 20% of athletic competition or regular season 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 competition or regular season and/or performance. One year ineligibility from serving as an officer.
 - Third Offense:** Student is declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility.
3. Scope of Rules – The Activity Good Conduct Rules are enforced all twelve months of the year.
4. Reduction in Penalty - If a student admits a violation of the Good Student Activity Rules to a coach, administrator, or activity sponsor prior to discovery by the principal the penalty will be reduced by fifty percent. This provision applies to the first offense only, and may not be applicable to rule regarding drugs or controlled substances.
5. Process - Each activity coach/sponsor will file with the activity director the number of events scheduled for their group for the duration of the year. Percentages for ineligibility will be calculated from the schedule events.

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 go out for 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 good conduct, the ineligibility period will be carried over into the post-season (including any and all tournaments) and to the next season in which the student participates. If a student remains free of violation for one calendar year for the time of the last violation, he or she will return to the first violation state for any subsequent violation.

Students will not be allowed to join a sport in midseason to serve his/her period of ineligibility. If a student violates the Good Student Rules 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 prior to the completion of his/her ineligibility period, the remaining time of the 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 time. 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.

(1) 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.

(2) 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 effect 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.

ADDITIONAL REGULATIONS

Students transferring into WJ/SHS will meet the requirements from the time they enroll until graduation.

Students acquiring college credit may utilize those credits as elective credits toward graduation. The high school principal and guidance counselor will determine the amount of high school credit the student will receive for each college course successfully completed during high school.

Drivers' Education will not receive credit.

ADMINISTRATIVE REGULATION

Each student has the opportunity and the right to use 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 and constitutional safeguards, student conduct in the school.

In exercising this right, the building principal, 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.

ADVANCED PLACEMENT COURSES

All students enrolling in advance 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 declaration of ineligibility or penalty by 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 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.

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 request.
2. **Parental/Guardian Notification:** Absences that are requested by the parent within the attendance guidelines.

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

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

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

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

- A. **Pre-excused absences** - notice to teachers prior to the day of absence with homework turned in and/or assessments completed.
- Funerals for non-family members
 - WORK in the family business- five days maximum per school year
 - Driver's license – maximum ½ day
 - Family vacation
 - State contests in which another WHS student is competing.
 - Educational trip - with approval from building principal or designee
- B. **Family Vacations- 3 or more consecutive school days-** The administration and school board realize how important the time spent with family is for students. Whenever possible, family vacations should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason have a direct and negative effect on the student's education. In the event a vacation cannot be scheduled within school vacation time, a student will be allowed to be excused for one family vacation of three or more consecutive school days with their parents/guardian. This vacation will be exempt from the policy as long as the student has made up all homework, tests and quizzes for each course per the pre-excused guidelines. Any coursework not completed will be subject to the student spending time after school when the student returns.

Procedure for pre-excused absences:

- Obtain a note from a parent/guardian to be given to the attendance secretary explaining the reason for the absence.
 - The attendance secretary will give the student a pre-excused stamp in his or her handbook.
 - The student is responsible to obtain, complete and turn in all assignments to his or her instructors prior to the absence.
 - Failure to obtain a pre-excused stamp or complete assignments can result in loss of credit or reduced credit on assignments and/or assessments.
- C. **Other excused absences** - A note or phone call from a parent/guardian must be received within 24 hours of an absence or the absence will be considered unexcused.
- Illness not excused by medical personnel
 - Family Illness or Emergency
 - Death in the family
 - Religious holidays

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 test or completing homework
- Resting for or from an event or activity
- Babysitting
- Car repair/purchase
- Absence for reason not judged educationally appropriate by school authorities

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

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

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

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

- 1st tardy - warning
- 2nd tardy - 1/2 hour detention, parent/guardian notification
- 3rd tardy - 1 hour detention, parent/guardian notification
- 4th tardy and every tardy after the 4th tardy - 4 hours of Saturday School and brainstorming session with parent/guardian, student and administration

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

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

EXCESSIVE ABSENCES

Any absence after the accumulation of five parental/guardian notification absences in any class will be considered excessive. The student will be considered unexcused and will require the student, parent/guardian and teacher to sign a contract and make up the class periods missed. Parents/guardians will be notified when a student has reached the five days of excused absences. Absences which have prior approval of the administration may be considered excused on a case by case basis.

If the student continues to have difficulty with attendance and the above-mentioned actions are not helpful the school may take any or all of the following actions:

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

AVAILABLE PROGRAMS

Programs available to all 9-12 students include:

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

Fine Arts: Pom Squad, Jazz Band, Color Guard, Show Choir, Drama, Speech, Choir, Band

Organizations: Yearbook, FCCLA, FFA, FTC, Math Club, National Honor Society, Construction Club, SOAR, Spanish Club, Student Council and DECA.

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

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

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

Organizations: National Junior High Honor Society, SOAR, Junior High Student Council and Mock Trial.

BACKPACKS

Students are allowed to carry backpacks to classrooms.

The administration reserves the right to search the contents of a student back pack 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 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.

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 lunch time. 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 shall not be visible within the classroom. Teachers are expected to confiscate cell phones that are in use or heard and bring them to the front office. Cell phones should never be used in the 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 students phone from the high school office. Cell phone will be turned in to the front office during school hours for one week and receive 30 minute detention.

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

4th offense: Parents will be notified to pick up their students phone from the high school office. The cell phone will be turned in to the front office during school hours for the remainder of the school year. The student will receive a four hour Saturday School.

In addition, classroom teachers may ask students to place their phones in a basket during class time. The teacher will return the cell phones at the end of the hour. 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.

CHEATING POLICY

Students are expected and required to do their own work at all times unless given alternative directions from a teacher.

A person is considered involved in cheating whether giving information or receiving information, or using electronic devices to gain academic advantages. No student is allowed to borrow another student's original or copies of assessments, daily work, large projects, reports, or research papers because of the potential that the receiving student will use the material to gain an inappropriate advantage not allowed to other students. Any student involved in any form of cheating such as copying homework, cheating on tests or assignments, stealing a test, giving out test answers between classes, plagiarizing from any resource, etc., may be dealt with in the following manner:

- A. Referral written and given to the principal. Parents are contacted by the teacher.
- B. An opportunity to redo the test or assignment for no more than 50% of the original points awarded. (Students will retake an assessment or redo the assignment during after school hours).
- C. Possible loss of membership or selection in NHS and Student Council under the discretion of the building principal and advisor.

A second offense, in any course through out high school, will include the above, plus working with the parents, student, and guidance counselor to ascertain why this problem is continuing and how to assist the student with this problem.

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 extra-curricular 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.

CHILD ABUSE REPORTING (BP 402.2)

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

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

CHURCH/FAMILY NIGHT

Wednesday night of every week has been set aside as church/family night. All school activities are to terminate no later than 6:00 p.m. All students are to be out of the building by 6:20 p.m.

CLASS RINGS

Class rings are available for purchase by the sophomore class in the fall of each year. This practice enables delivery in the spring so the students will have more use of the rings during their high school attendance. Students should give careful thought to purchasing a ring and discuss such a major purchase with parents/guardians. The WCSD neither encourages nor discourages the purchasing of a ring.

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 the 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. The student will get a pre-excused stamp preferably one week before the intended visit date.
4. 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.

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 for assistance.
- Step 3: If the concern is not resolved, request a meeting with the building principal, student and teacher.
- Step 4: If the concern is not resolved, contact the superintendent for assistance.

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.

COURSE DEFICIENCIES

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.

Juniors or seniors who fail the same class twice may opt to take the course through an alternative curriculum. Williamsburg offers students the opportunity to take the course through E2020 or the student can take up to four credits through the Kirkwood Center at his/her own cost. Students will schedule these classes through the high school principal.

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.

DEFINITION OF CALENDAR COMPETITION / PERFORMANCE DAY

One calendar event day is defined as a day in which a contest is going on for that particular activity in which the participant would be participating.

DEFINITION OF HALF DAY

Students in extracurricular activities must be in school **a minimum of 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. 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.

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-hour 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 are not allowed to attend practices or any extra-curricular activities until the detention(s) is served.
- 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. Computer use must be approved by the administration prior to the start of detention.
- 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 principal/designee.

The principal/designee will then arrange to *see* 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 student 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 a specific number of days or the balance of the school year.
6. Drop the student from the course. 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 principal 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.

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.

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.

ELECTRONIC DEVICES

Electronic devices including, but not limited to, iPods, MP3s, laser pointers, video cameras, cameras 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 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.

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 contribution 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 in the districts 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.

EXTRA-CURRICULAR PARTICIPATION

WCSD believes that extra-curricular activities provide potential for the 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 extra-curricular activities tend to have better attendance records and levels of achievement than non-participants.

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 extra-curricular/co-curricular organizations, a student must meet the following guidelines:

- A pre-excused stamp must be obtained from the main office.
- 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 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 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. Food is not allowed in classrooms without approval from the administration.

Water will be allowed in the classroom in a clear non-tinted transparent container.

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. Negative balances must be paid after two charges. No students will be allowed to charge during the last two weeks of school. Students may not use any other student's lunch number. A la carte purchases are available.

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.

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-five (55*)** credits for graduation from the Williamsburg Community School District.

Students are required to take **five (5)** 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-five 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 term.

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

Four-Year Plan:

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

The following courses are required for graduation:

1. Eight (8) credits in Language Arts

- a. English 9 (2 Credits)
 - b. English 10 (2 Credits)
 - c. English 11 (2 Credits)
 - d. Two credits of Language Arts electives
- 2. Six (6) credits in Science**
- a. Two (2) credits in Earth Science (freshmen year)
 - b. One (1) credit in Intro to Physics (sophomore year)
 - c. One (1) credit in Intro to Chemistry (sophomore year)
 - d. Two (2) credits in Biology (junior year)
- 3. Six (6) credits in Mathematics**
- 4. Six (6) credits in Social Studies**
- a. One (1) credit in Geography (freshman year)
 - b. Two (2) credits in American History (sophomore year)
 - c. Two (2) credits in World History (junior year)
 - d. One (1) credit of Government (senior year)
- 5. One (1) credit in Consumer Economics**
- 6. One (1) credit in Health**
- 7. Four (4) credits in Physical Education-**
- A. Students will meet the swimming requirement, equivalent to nine (9) weeks of swimming, through documented swimming units integrated into the personal wellness course.**
- B. The Physical Education requirement may be waived for:**
- a. Medical reasons - physical education waiver granted if requested by a licensed physician or chiropractor.
 - b. Academic course conflict for juniors or seniors - physical education waiver granted if a twelfth grade student has an unresolvable conflict between an academic course and a physical education course. The waiver may be requested just one time, either as a junior or a senior.

Students will select 23 additional courses as electives to meet the 55 credit graduation requirement.

Special Education Requirements:

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education students' graduation, the IEP team shall determine whether the graduation requirements have been met.

HALL PASSES

Students must have a hall pass to be in the halls while classes are in session. Student passes are available in the student handbook and the students must obtain a hall pass from their teacher or the principal. Students may not use passes from another student's handbook. Misuse of passes will result in temporary confiscation of the passbook by the principal. Students should not deface or remove identification label on any handbook or they may be subject to loss of privileges or may need to purchase a new handbook.

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.

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 authorization to administer medication (BP 507.2). Non-aspirin will be provided to students in emergency situations only, and then only with parental permission. Students who get injured while at school should report this to the nurse or office.

No student should ever call home 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.**

HIGH SCHOOL BAND / CHOIR PERFORMANCES

Performances take place outside the school day and are a required component of each student's course grade. Absences, excused and unexcused, from a performance will require a make-up assignment in order to get credit for the missed performance. Students who miss a music performance for another school event which is approved by the administration will be exempt from a make-up assignment. The music department will outline the possible assignments in the yearly syllabus.

BAND AND CHOIR TRIPS

Band and Choir students often travel to other schools around the state for festivals. All students are expected to ride to and from any event on a school bus with the rest of the group. In the event that a student needs to ride home with a parent after an event, he or she must have a note signed by the parent and turned in to the director prior to the festival. If a student needs to ride home with a parent other than his / her own, the student must have a note turned in to the director prior to the festival AND receive administrative approval from the principal. A student may ride home with an ADULT only, never with another student driving.

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 we 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 93-100% average for junior high students.
2. Red and White Honor Roll: Students earning a term GPA between 3.668 and 3.999 for high school students or 83-92.9% average for junior high students.
3. Raider Mark of Merit: Students earning a term GPA between a 3.0 and 3.667 for high school students or 80-82.9% average for junior high students.

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. CUM GPA of 3.333-3.699 – medal with white ribbon
2. CUM GPA of 3.700-3.999 – medal with red ribbon
3. CUM 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 the Salutatorian will receive stoles and a gold ribbon metal and will have the honor of addressing their class at graduation commencement ceremonies.

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	

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 disease will be introduced and shall include information about sexually transmitted diseases.

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

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 extra-curricular 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, CD players, video games, cards, electronic pagers, 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.

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.

JUNIOR HIGH ACADEMIC ELIGIBILITY POLICY

Eligibility for 7th and 8th grade students at WCSD participating in interscholastic athletic competition will be determined on a weekly basis by each individual student's grades. Every student must be passing all classes to be eligible for competitions. However, students ineligible for 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 a failing grade in any subject, 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. If a student has two or more failing grades, that student will be ineligible for all competitions until the next grade-reporting period. For example, a student who has an overall failing grade in a class on Friday will not be eligible for the contest on Tuesday, but he/she will be eligible for the following game on Thursday. A student who has three failing grades, would be ineligible for both contests.

The junior high teachers will be responsible for maintaining eligibility lists and reporting them to the head coaches in season and to the junior high principal.

JUNIOR HIGH PROMOTION REQUIREMENTS

Promotion from seventh (7) to eighth (8) grade to ninth (9) grade will be based on the following standards:

1. Any student who fails two or more core courses in a term will be subject for review by the Promotion Review Child Study Committee. It is the responsibility of this committee to inform the parents of recommendations, which may include part or all of the following:
 - private tutoring
 - professional counseling
 - testing for learning disabilities
 - repeating specific classes
 - retention at previous class level
 - Summer School
2. Identified special education classes are exempted from certain provisions unless it is agreed upon by special education teachers and the principal that the failure resulted from lack of significant effort rather than lack of ability.

KIRKWOOD COLLEGE COURSE

Students are allowed to take Post-Secondary Courses at the Kirkwood Community College Center in Williamsburg. The Williamsburg Community School District is responsible for student attendance during this time. The following guidelines should be adhered by any student enrolling in a PSEO course.

- Students may only drive to KCC if there is inclement weather. Students should never transport other students to the Kirkwood Center.
- Students must sign into the Kirkwood Center within the time allotted on the semester schedule shared by the administration. Students found in violation of this time will 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.

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 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.

MAKE-UP WORK AND INCOMPLETE GRADES

All students who are absent will be required to make up work that is equivalent in difficulty and scope to the work that was conducted in the class during that day.

Length of time to make up work will be based upon the number of days absent, plus one. Students who have been made aware of pre-announced assignments or tests may be expected to do this work immediately upon return to school.

The student should request this make-up work. It is up to the student to initiate the request for make-up assignments. It is the teacher's obligation to create the work for the student. It is not, however, his/her obligation to track down the student to give him/her the work.

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 use 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 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 \$.25. In order for students to print in color, the classroom teacher must request that the assignment be printed in color.

LOGIN DIRECTIONS FOR ONLINE RESOURCES

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

The following resources are provided by Iowa AEA Online.

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

The following resources are provided by Grant Wood AEA.

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

ABC-CLIO American History
ABC-CLIO American Government
ABC-CLIO World History – Ancient and Medieval Eras
ABC-CLIO World History – The Modern Era
Gale Biography In Context
Country Reports

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's 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.

NATIONAL HONOR SOCIETY

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

- a. Students with a minimum cumulative grade point average of 3.4 will be invited to attend the orientation meeting after the completion of first semester.
- b. Students who attend the orientation meeting will receive the selection packet and guidance to complete the materials.
- c. 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 between the grades 7-12.
- d. The teacher ratings along with the completed student selection materials will be made available to the five person faculty committee.
- e. 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.

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 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 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.

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 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 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.

PHYSICAL EDUCATION POLICIES

Gymnasium, Weight Room and Pool Usage

1. High school students receive 1 credit for successfully completing one term of physical education. This credit is calculated into the grade point average.
2. No one will be excused from a class activity except with a doctor's excuse or by the school nurse. All excuses will be cleared through the nurse's office or principal's office if the nurse is not available.
3. It is the student's responsibility to dress appropriately for physical education classes. Should the student fail to bring the appropriate clothing, the instructor may provide the student with clothing for the period. Appropriate clothing includes shorts, plain top/t-shirt, socks, and gym shoes. The requirements on type of shirt/top are consistent with the school's attire policy.
4. Anyone sustaining an injury in physical education classes should notify the instructor of the injury immediately. If the injury is not reported, there is the possibility the insurance claim will not be paid.
5. Grading for physical education classes is based on participation in class, improvement of physical skills, and learned knowledge of activities taught.
6. All students are expected to participate in physical education classes unless they have one of the following exemptions
 - a. Physically unable to participate due to verifiable illness or injury.
 - b. Due to a conflict with a student's religious beliefs. The parent or guardian must file a written statement with the school principal that states the course conflicts with the religious beliefs of the student.
 - c. If there is a direct conflict between physical education and another academic class, for a junior or senior, a conference will be held. The conference will be between the student, parent, counselor, and principal before opting out of the class will be allowed. The principal has the final determination.

POST-SECONDARY ENROLLMENT OPTIONS (BP 604.6)

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

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

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

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

POWERSCHOOL SYSTEM

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

PROGRESS REPORTS

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

Every 4½ weeks the parents/guardians will be able to access a mid-term report on the PowerSchool Document Vault showing 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.

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.

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.

REPORT CARDS

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

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:

1. Students must arrive by 8:05 when the front doors will be locked.
2. Students will not be permitted to socialize while in Saturday School. They are to be working at all times.
3. Students must bring their books and other materials needed to complete their assignments.
4. 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.
5. Students will not be allowed to possess or use IPODS, video games, cards, electronic pagers, cellular phones, etc., during Saturday School time. Computer use for a class must be approved by the administrator.
6. 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 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, back-less 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.

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 permit 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 extra-curricular 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 student must be in attendance to discuss and sign forms listed above. The following items are needed for this appointment:
 - a. Form from principal's office
 - b. Learner's permit
 - c. Social Security card,
 - d. Signed Certificate of Completion of driver's educ. course.

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.

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 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, nonprescription 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.

SENIOR RELEASE

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

- Has scored 45th percentile or above on the reading, math and science tests of the Iowa Assessments and the math and reading MAPS test during his or her junior and senior year of testing.
- Has passed all classes taken during the previous term.
- Maintains C- or above in all courses during the term(s) of senior release.

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 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 11 and 12. Students in grades 9 or 10 are eligible if they are a part of the district's gifted and talented program.
- School districts will include descriptions of this program in the secondary course registration handbook.
- Students may only access courses in this program that are not comparable to those offered by the school district.
- Students accessing coursework under this program in the summer will pay for the cost of that programming and will be limited to a maximum of seven credit hours from the postsecondary institution per summer session.
- 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.
- PSEO 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.
- Students can not take a total of 22 credit hours from one institution during one calendar year.
- Students must drop a PSEO course within 5 days in order to retain extra-curricular eligibility. Any course dropped after 5 days must pay the district \$250 for reimbursement.

Concurrent Enrollment

Please note: Districts cannot charge students for concurrent enrollment courses. Informally called "dual credit" or "dual enrollment" courses, the statute codified the term "concurrent enrollment" to describe an arrangement by which a community

college course is delivered to high school students during the regular school year for both high school and college credit.

- Concurrent enrollment courses may not be offered to students outside of the regular school year.
- 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.

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 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.

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 charter 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 EXTRA-CURRICULAR ACTIVITIES

Students are expected to act appropriately when in attendance at extra-curricular 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 chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the School District. Consequences for the misconduct will be fair and 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/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 of 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, expulsion of the student is one of the alternatives in dealing with the case under consideration. Students expelled from school shall be considered for re-admission only by the Board of Education. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

STUDENT 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.

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 make 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.

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 a study area and silence will be maintained at all times.
2. Students are expected to come to study hall with materials needed for the entire period. Only at the study hall teacher's discretion shall a student be allowed to go to his/her locker during study hall time.
3. Students that are working on group projects may work in designated areas or obtain a written pass from the teacher to go to the LMC.
4. Permission to speak with another student is given by the study hall teacher.
5. LMC rules will apply in all study halls. Students will be given the rules the first day in study hall.
6. A maximum of two individuals may be excused from study hall to go to the restroom located nearest their study hall.
7. Students must have a pre-excused pass from a teacher in order to be excused from study hall to visit a classroom.
8. Cards, games, tape/CD players, radios, video games, or electronic communication devices etc. are not allowed in study halls.
9. Students with excessive library fines / misconduct may be restricted to study hall until cleared by the media specialist.
10. Students who are receiving below a C- in a course will be restricted to study hall unless given a teacher's pass to work on a particular project.
11. Students must have a free-reading book and read for the first twenty minutes of study hall if he/she is completed with homework.
12. Students will be allowed to listen to school approved music sites.
13. Students are not allowed to watch youtube or other streaming sites that do not directly relate to a class assignment.

SUBSTANCE ABUSE DIRECTORY

Foundation II Crisis Center 24 hours (toll free) 1-800-332-4244	Iowa Dept. Human Services-Iowa County (319) 642-5573
Substance Abuse Information 1-800-247-0614	Alcoholics Anonymous (319) 642-5528
Sedlacek Treatment Center Cedar Rapids (319) 398-6226	Iowa Lutheran Hospital 24 hour Hotline (515) 263-5672
Family Service Agency (319) 398-3574	Eating Disorder Clinic (319) 353-5933
Mid-Eastern Council on Chemical Abuse - Marengo (319) 642-5528	

TATTOOS

Tattoos that are obscene and violate the same guidelines set forth for clothing, must be covered from sight at all times while in the school building or at school sponsored activities.

TELEPHONE CALLS

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

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

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 unauthorized copying of any software which is licensed or protected by copyright; computer hacking (unwanted or unsolicited entry into a computer); unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer or computer network.

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

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

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.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to 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.

TOWEL SERVICE

Towel service is provided for all students in physical education and extra-curricular activities. A yearly fee will be collected at registration helps defray the cost of washing and replacing towels. Students should be aware that the towels are the property of the school and should not be taken home.

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.

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.

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.

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 disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

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 administration.

VOLUNTARY TERMINATION

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

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 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, include 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.

W.I.N. (What I Need)

W.I.N. time will be offered Mon-Thurs after school for students who are missing homework or need extra help in course work from WHS staff and peer tutors. Administrators and teachers will work with students 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.

WORK RELEASE

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

1. Student must be a senior on track to graduate with approval from the principal.
2. Proper paperwork filed with the guidance counselor.
3. Must be actively employed during the time requested. Students who are not actively working during the requested time must report back to school.
4. Failure to report back to school during non-working time will result in loss of work release permit.
5. 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.

YEARBOOK

The WJ/SHS yearbook, the Mikana, is available for purchase in the fall. The books are produced by students in Yearbook I and II classes and are distributed the following fall.

MEDIA INFORMATION

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.
- **Double-space the entire works cited page. (The following examples are not double-spaced in order to conserve space.)**
- 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 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 come before the parentheses.

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

Print Resources **Books/Pamphlets**

A book with one author

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

A book with multiple authors

- Bragonier, Reginald, Jr. and David Fisher. *What’s What: a Visual Glossary of the Physical World*. Maplewood, NY: Hammond, 1981. Print.
- Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorensen. *The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990*. Austin: U of Texas P, 1994. Print.
- Karousos, George, et al. *American Regional Cooking for 8 or 50*. New York: John Wiley & Sons, 1993. Print.

A book by a corporate author

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

A book with an editor, or compiler, or translator

- Baron, Robert C., ed. *Soul of America: Documenting Our Past, 1492-1974*. Golden, CO: Fulcrum, 1989. Print.
- Hughes, Langston. *The Collected Poems of Langston Hughes*. Ed. Arnold Rampersad and David Rossell. New York: Knopf, 1994. Print.

An Illustrated Book or a Graphic Narrative

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

A play or novel from an anthology

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

Reference Book – General

- “Reindeer.” *The World Book Encyclopedia*. 1999 ed. Graham, Frank, Jr. “Conservation of Wildlife.” *Collier’s Encyclopedia*. 1995 ed.
- “Raid.” *Webster’s New World College Dictionary*. 4th ed. 2001.

Reference Book – Specialized

- Rosenfeld, Susan. “John Edgar Hoover.” *Dictionary of American Biography*. Ed. Kenneth T. Jackson. Supplement 9. New York: Scribner’s, 1994. Print.
- “Sherry Lewis.” *Contemporary Authors*. Ed. Scot Peacock. Vol. 166. Detroit: Gale, 1999. Print.
- “Totenberg, Nina.” *Current Biography Yearbook*. 1996 ed. Ed. Judith Graham. New York: H. W. Wilson, 1996. Print.
- Newmyer, R. Kent. “John Marshall.” *McGraw-Hill Encyclopedia of World Biography*. Vol. 7. New York: McGraw-Hill, 1973. Print.
- Cosgrove, Holli R., ed. “Gastroenterologists.” *The Encyclopedia of Careers and Vocational Guidance*. 11th ed. Vol. 3. Chicago: Ferguson, 2000. Print.
- United States Department of Labor. Bureau of Labor Statistics. *Occupational Outlook Handbook*. 1998-1999 ed. Washington: GPO, 1998. Print.
- “Muscular Dystrophy.” *Encyclopedia of Family Health*. Vol. 9. New York: Marshall Cavendish, 1998. Print.
- Labich, Kenneth. “More Day Care Is Needed to Support Two-Career Couples.” *Family in America: Opposing Viewpoints*. Ed. Viki Wagner. San Diego, CA: Greenhaven, 1992. 167-174. Rpt. of “Can Your Career Hurt Your Kids?” *Fortune*. 20 May 1991. Print.

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