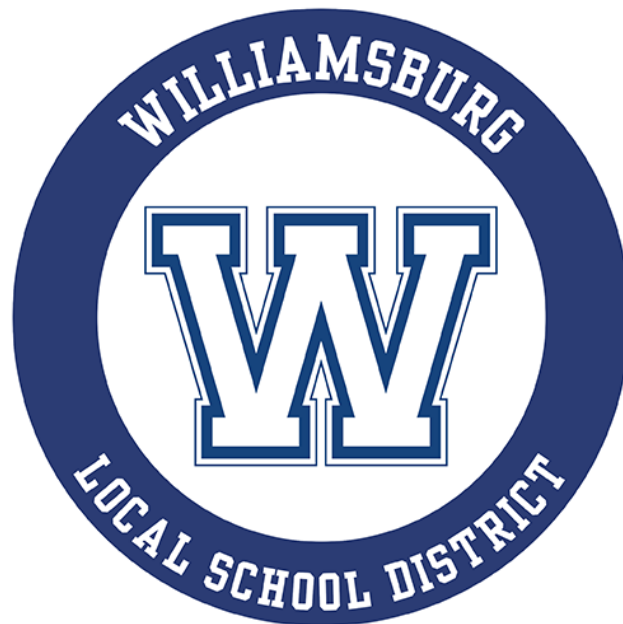


# **WILLIAMSBURG MIDDLE/HIGH SCHOOL**



## **STUDENT HANDBOOK**

**2023-2024**

## **Message from the Principal**

Welcome to Williamsburg Middle/High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact me at any time using the information included below. I also encourage you to visit our website at, [www.burgschools.org](http://www.burgschools.org) for important information as well as news about our students and district.

Respect, Responsibility, Resiliency...That's the Wildcat Way!

Have a great year!

Jason Tackett  
Principal  
Williamsburg Middle/High School  
724-2211 x 9267  
[tackett\\_j@burgschools.org](mailto:tackett_j@burgschools.org)  
[www.burgschools.org](http://www.burgschools.org)

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## SECTION I: WILLIAMSBURG LOCAL SCHOOLS

### DISTRICT VISION STATEMENT

**Our vision is a continuously improving, high performing school district, achieving academic excellence for all students.**

### DISTRICT MISSION STATEMENT

**Our mission is to provide a high academic performance for all students through quality instructional practices in a safe and nurturing environment in partnership with the community.**

**Respect  
Responsibility  
Resiliency  
That's the Wildcat Way!**

### **Beliefs**

1. All children have the ability to learn more and we have the responsibility to meet the diverse needs of all students.
2. Students learn best when actively engaged in the learning process.
3. High expectations ensure higher student achievement.
4. We have an obligation to provide a learning environment that will foster the self-esteem of each student.
5. To be successful all students must be prepared for careers and lifelong learning.
6. Collaboration with staff, parents, business, and community is an essential element of successful schools.
7. Education is fundamental to the successful continuation of a democratic society.
8. The Board of Education, Administration, and all district staff are entrusted with the responsibility of utilizing public funds in a cost-effective manner that supports the mission of the school district.
9. We will use student assessment and program evaluation data to continuously improve curriculum instruction, school climate, organization and management to advance student learning.

### **Foreword**

NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: [www.burgschools.org](http://www.burgschools.org) by clicking on "Board Policies" and finding the specific policy or administrative guideline in the table of contents for that section.

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This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

### **Stakeholders' Rights and Responsibilities and Student Well-Being**

School staff, students and parents are responsible for reading this document in its entirety and understanding the contents of this document. If any school staff, student or parent has questions or requires clarification regarding the contents of this document, please direct further inquiry to the building administrator.

The Williamsburg Local School District Board of Education is dedicated to the development of each student's potential for learning and to providing a positive school environment. Essential to the achievement of these goals is reasonable and necessary order within the educational institution itself, its buildings and grounds, and at events and activities held on or off school grounds. The schools of the Williamsburg Local School District shall be free from disruption that interferes with teaching and learning activities and the positive school environment. School staff, students, and parents must individually and collectively assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file. This is done through Final Forms.

Students with specific health care needs should deliver written notice about such needs in their final forms account and provide pertinent physician documentation to the school office.

Each member of the school staff is expected to make every effort to supervise, maintain and regulate student conduct in accordance with this document. Each staff member shall refer students to the building administrator who shall then be responsible for determining the necessity for and the nature of informal or formal disciplinary action in accordance with this document.

To achieve a positive school environment for all students of the Williamsburg Middle/High School, the Student Code of Conduct and other applicable rules of student conduct shall apply whenever the interests of the Williamsburg Local School District are involved, on or off school grounds, in conjunction with or independent of classes or school sponsored activities.

## Student Responsibilities

1. Attend all scheduled classes daily and on time;
2. Bring necessary materials for class;
3. Respect all persons and property;
4. Abide by all rules and regulations of Williamsburg Middle/High School;
5. Abide by all rules and regulations established by the classroom teacher or other school staff;
6. Adhere to the acceptable use of school owned technology, property requirements, and the school network - Refer to Internet Acceptable Use Policy and [Chromebook Agreement](#).

## Parent Responsibilities

1. Maintain regular and/or necessary contact with school staff concerning their child(ren)'s progress and conduct;
2. Ensure that their child(ren) maintains daily attendance and promptly report an absence or tardiness to school;
3. Provide proper immunizations required by law;
4. Respect all persons and property;
5. Refrain from abusive, inflammatory conduct at school, on school property and at any school or school sponsored event or activity;
6. Communicate with school staff regarding any problem or condition that affects their child(ren)'s ability to function in school; and
7. Check ProgressBook weekly, check email frequently for messages from school, and maintain updated contact information.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goal.

### **Williamsburg LSD Board of Education Members:**

Charlie Maklem, President

Brandon Lindsey, Vice President

Jeff Cummins, Member

Sue Madsen, Member

Daniel Knapke, Member

### **Administration**

Superintendent

724-2211

Mr. Matthew Earley

[earley\\_m@burgschools.org](mailto:earley_m@burgschools.org)

Treasurer

724-2211

Mr. Greg Wells

[wells\\_g@burgschools.org](mailto:wells_g@burgschools.org)

Elementary Principal

724-2241

Mr. Kevin Dunn

[dunn\\_k@burgschools.org](mailto:dunn_k@burgschools.org)

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Middle/High School Principal    Mr. Jason Tackett  
724-2211                                    [tackett\\_j@burgschools.org](mailto:tackett_j@burgschools.org)

Middle/High Assistant Principal    Mr. Mike Kirk  
724-2211                                    [kirk\\_m@burgschools.org](mailto:kirk_m@burgschools.org)

Director of Technology                Mrs. Amy Attinger  
724-2211                                    [attinger\\_a@burgschools.org](mailto:attinger_a@burgschools.org)

Director of Student Services        Mrs. Tina Reichert  
724-2211                                    [reichert\\_t@burgschools.org](mailto:reichert_t@burgschools.org)

Director of Transportation          Mrs. Judy Arnold  
724-2211                                    [arnold\\_j@burgschools.org](mailto:arnold_j@burgschools.org)

An updated list of staff members can be found on our website: [www.burgschools.org](http://www.burgschools.org).

## SECTION II: SCHEDULES

WILLIAMSBURG SCHEDULE 2023-2024			
Middle School		High School	
8:00-8:45	1st	8:00-8:45	1st
8:47-9:34	2nd ***	8:47-9:34	2nd***
9:36-10:21	3rd	9:36-10:21	3rd
10:21-10:51	Lunch 6th & 7th/ 8th FLEX	10:21-11:06	4th
10:53-11:23	Lunch 8th/6th & 7th FLEX	11:08-11:38	FLEX/A Lunch
11:25-12:10	4th	11:40-12:10	FLEX/B Lunch
12:12-12:57	5th	12:12-12:57	5th
12:59-1:44	6th	12:59-1:44	6th
1:46-2:30	7th	1:46-2:30	7th

TWO HOUR DELAY			
Middle School		High School	
10:00 - 10:28	1st	10:00 - 10:28	1st
10:30 - 10:58	2nd	10:30 - 10:58	2nd
10:58 - 11:28	Lunch 6th & 7th/ 8th FLEX	11:00 - 11:28	3rd
11:28 - 11:58	Lunch 8th/6th & 7th FLEX	11:28 - 11:58	FLEX/A Lunch
12:00 - 12:30	3rd	12:00 - 12:30	FLEX/B Lunch
12:32 - 1:00	4th	12:32 - 1:00	4th
1:02 - 1:30	5th	1:02 - 1:30	5th
1:32 - 2:00	6th	1:32 - 2:00	6th
2:02 - 2:30	7th	2:02 - 2:30	7th

PEP RALLY			
Middle School		High School	
8:00-8:40	1st	8:00-8:40	1st
8:42 - 9:22	2nd	8:42 - 9:22	2nd
9:24 - 10:04	3rd	9:24 - 10:04	3rd
10:06 - 10:36	Lunch 6th & 7th/ 8th FLEX	10:06 - 10:46	4th
10:38 - 11:08	Lunch 8th/6th & 7th FLEX	10:48 - 11:18	FLEX/A Lunch
11:10 - 11:50	4th	11:20 - 11:50	FLEX/B Lunch
11:52 - 12:32	5th	11:52 - 12:32	5th
12:34 - 1:14	6th	12:34 - 1:14	6th
1:16 - 2:00	7th	1:16 - 2:00	7th

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### 2023-2024 Important Dates

#### **August**

17 Open House (5:30 - 7:30pm)  
18 Freshmen Kick-Off (8am-10pm)  
18 6th Grade Rising Wildcat  
(10:30-12:30pm)  
22 First Day of School

#### **September**

4 No School  
9 Fall Homecoming Dance  
12 School Pictures/ID pictures  
21 Parent/Teacher Conferences  
(4:30-7:30pm)  
25 2 Hour Late Arrival (10:00 Start)

#### **October**

9 No School/Teacher Work Day  
13 End of First Quarter  
20 Report Cards Posted  
23 2 Hour Late Arrival (10:00 Start)

#### **November**

6 2 Hour Late Arrival (10:00 Start)  
7 No School  
10 Veterans Day Celebration  
22-24 No School  
30 Parent/Teacher Conferences  
(4:30-7:30pm)

#### **December**

20 End of Second Quarter  
20 *Two Hour Early Dismissal*  
21 Winter Break Begins

#### **January**

3 School Resumes  
5 Report Cards Posted  
15 No School  
22 2 Hour Late Arrival (10:00 Start)

#### **February**

15 Parent/Teacher Conferences  
(4:30-7:30pm)  
19 No School /Teacher Work Day  
20 No School

#### **March**

8 End of Third Quarter  
15 Report Cards Posted  
25-29 Spring Break

#### **April**

**1 No School**  
2 School Resumes  
4 Parent/Teacher Conferences  
(4:30-7:30pm)  
20 Prom Norlyn Manor

#### **May**

19 Graduation Commencement  
23 Students' Last Day  
23 *Two Hour Early Dismissal*  
31 Report Cards Posted

\*Please note that vacations for students will NOT be excused during state testing. Please schedule vacations during times when school is not in session for students. Specific dates for district and state testing will be posted on our website once specific dates within Ohio's state testing windows are determined.

Probable state testing window:

- April 8th thru May 8th, 2024

The district calendar for this year can be found at: [www.burgschools.org](http://www.burgschools.org). Please take note of the students' remote learning dates throughout the school year.

### **SECTION III: EDUCATIONAL OPPORTUNITY**

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### **Enrollment**

According to the *Ohio Revised Code (section 3313.7.2)* and the *Ohio Department of Health*, the items of documentation described below are required prior to enrollment in Williamsburg Local Schools.

- Enrollment form
- Photo ID of the parent/guardian
- Original birth certificate
- Health/immunization record
- Custody papers, if applicable
- Proof of residency
- Emergency medical authorization form

Please visit [www.burgschools.org](http://www.burgschools.org) for more detailed information.

### **Changes in Student/Parent Information**

Parents are asked to notify the office when there is a change of address, phone number, or place of employment or other necessary information in order for school records to be kept up-to-date. It is critical and necessary that our families maintain current contact information with our office.

All changes should be made in Final Forms, even if you have notified the office verbally.

### **Equal Education Opportunity**

The Williamsburg Local Board of Education supports equal educational opportunity for students free from limitations based upon race, religion, age, sex, presence of a disability, national origin or ancestry. The Williamsburg Local Board of Education has appointed the superintendent to coordinate compliance efforts pertaining to students and to investigate and hear compliance efforts pertaining to students and to investigate and hear complaints in regard to the implementation of this policy. The Superintendent can be reached at 513-724-3077.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . .

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function. (This is not an exhaustive list of major life activities, which means even if an activity or function is not listed it can, nonetheless, be a major life activity.)

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to

avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

### **Search For Children With A Disability**

School Districts throughout Ohio are participating in an effort to identify, locate, and evaluate all children with a disability from birth through age twenty-one. By a disability, we mean conditions such as multiple disabilities, hearing impaired, visually impaired, orthopedically and/or health impaired, severe emotionally disturbed, cognitively disabled, specific learning disabled and speech or language impaired.

Many children with a disability are not visible because they do not function in the mainstream of the community. Also, many unidentified children with disabilities are preschoolers. Parents may not be aware that programs and services are available.

If you know of a child with a disability within the Williamsburg Local School District, please contact the Director of Student Services at 513-724-2211 or the child's school principal.

### **Annual Notification to Parents Regarding Student Records**

The Williamsburg Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of the policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer (Guidance Counselor).

The School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, military recruiters, or other parties, should contact the school counseling office to complete the necessary forms.

### **Review of Instructional Materials**

Parents and guardians may review instructional materials used at Williamsburg Middle/High School. If you wish to review these materials, please complete form 9130 F2 (Request for review of materials or course content) which is available at the school office or the board office. The completed form should be submitted to the building principal.

### **Work Permits**

Students (ages 14-18) who are working are required to have work permits. Work permits may be picked up in the high school office. The high school secretary will also give you instructions on the completion of these forms. All materials (physicals, forms, etc.) must be completed before they are submitted to the Williamsburg Board of Education

## **SECTION IV: ATTENDANCE**

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### **Drop Off/Pick Up**

All students who arrive by car to school must be dropped off and picked up at the high school entrance. Students cannot arrive at school before 7:40 a.m. without prior administrative approval. All students must enter through the high school entrance on the upper level during the school day.

### **Students in the Building**

No students are to remain in the building after school (2:50pm) unless supervised by an adult coach or advisor.

### **Students Out Of Building**

Students should not be outside the building between classes or during class for any reason without proper permission.

### **In Case of Inclement Weather**

- Follow the District Facebook Page @BurgSchoolsOH
- Follow the District Twitter Page @1burgschools
- Please make sure your contact information is updated in Final Forms so that you can receive notifications from our Bright Arrow Messaging System. If you are not receiving calls/emails/text messages, please contact the office.
- Information about closings/delays will also be on our website at [www.burgschools.org](http://www.burgschools.org).

### **Attendance Regulations**

Ohio law states that a student between the ages of six and eighteen years must attend school on a regular basis. Absences are either excused, unexcused, or medically excused.

### **Excused Absences**

1. Personal illness (a written physician's statement verifying the illness may be required).
2. Illness in the family necessitating the presence of the child.
3. Quarantine of the home.
4. Death in the family.
5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
6. Observation or celebration of a bona fide religious holiday.
7. Out-of-state travel (up to a maximum of twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
8. Such good cause as may be acceptable to the Superintendent.
9. For every day that a student misses with an excused absence, they have that many days to make up their work for full credit upon return. This includes any class taken at Williamsburg Middle High School including, but not limited to, CCP courses.
10. Medically necessary leave for a pregnant student in accordance with Policy 5751.
11. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

**Written documentation/note is required for all absences. Please see Policy 5200 for further information regarding attendance.**

### **Unexcused Absences**

All absences that do not meet the criteria for an excused absence will be unexcused. Types of absences which are unexcused include but are not limited to: oversleeping, missing the bus, car breakdowns, shopping, haircuts, babysitting, suspension, or expulsion. All schoolwork missed as a result of an unexcused absence can be made up. Requests for missing work is the responsibility of the student.

Students will be given the opportunity to make up work for full credit during/after their 1st suspension. Any suspension after that, students can make up work for partial credit. This includes any class taken at Williamsburg Middle High School including, but not limited to, CCP courses.

Students who arrive late to school must sign-in at the school office before reporting to class. Any student who does not provide a valid excuse for his/her absence must still obtain an absence slip for that day. If a valid excuse is presented on the following day, the absence will be changed to excused. **An absence of more than three days must be excused by a doctor's statement.**

An absence that is not judged as excused is a serious offense. Truancy is considered an unexcused absence. Since truancy is a violation of Ohio State Law, it may be punished by referral to juvenile court (per Student Code of Conduct.) A student who receives an unexcused absence slip will receive an incomplete in the grade book until the work has been completed to the satisfaction of the teacher involved. The amount of time given to make up work will be equal to the length of time missed.

Once a student has missed 72 hours of school during the school year, all absences will be unexcused unless there is a note from a medical professional or legal authority. Parent notes will not be accepted after a student has been absent from school for 72 hours, with the exception of those excused by a medical professional, for the school year. Parents have the capability to write notes excusing up to 72 hours of absences, or 12 parent notes total, per school year, whichever comes first.

Please note - If a student is absent due to a suspension, that absence will be marked as unexcused.

### **Attendance Requirements for School Sponsored Events**

Any student who wishes to participate in any school sponsored event after school hours must be signed in by 8:30 AM. Any student who does not provide a valid excuse for his/her absence will not be allowed to participate. **This includes all extra curricular activities; rehearsals, play practices, concerts, athletics, dances, Prom, etc.**

For school sponsored events that occur on weekends, students must meet the requirements for participation in a Friday activity. In other words, the weekend is a continuation of Friday as far as student participation in school sponsored events is concerned.

### **Tardiness Procedures**

Tardies will be marked either excused or unexcused and will follow the same guidelines as those under the absence guidelines. When a child arrives at school **after 8:00 am or leaves prior to 2:30pm**, their time missed will be logged in their cumulative absence record.

Students arriving after 8:00 a.m. must sign in at the office. Students are subject to disciplinary actions for tardiness to school and/or class.

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- 3 tardies = morning detention
- 4 tardies = after school detention
- 5 tardies (and every tardy after) = Friday School
  - Resets at the end of each quarter

Tardies will be documented by time missed (hours) and count toward students' absence record.

### **To Leave School Early**

A student who must be excused for a doctor's appointment or for any other reason must report to the Principal's office and receive permission to leave from the principal or principal's designee. You must sign out in front of a school official. It is a very serious offense for students to leave the school premises without permission of the principal's office. The secretary will call the custodial parents of students who wish to go home because of illness. Students are not to sign out without permission. Written permission, or an email, from parents must be received in the office in order for a student driver to leave school early. This includes students who are 18 years or older. A written note to leave early will count as one of your 12 parent notes for the school year, unless it is accompanied by a doctors' excuse.

### **School Truancy**

Any student leaving the building without one of the above stated forms of permission will be considered "out of the building - unauthorized" and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused.

A student will be deemed "habitually truant" if the student is Absent Unexcused for:

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent(s) and/or legal guardian(s) of a student who is deemed "habitually truant" will be required to comply with school adopted policies and procedures to address the student's truant behavior. In each case, reasonable and meaningful attempts will be made by the school to notify and engage the student and parents in resolving the truancy.

If a student is habitually truant and the student's parent/legal guardian failed to cause the student to resume attendance, the Superintendent will file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy.

Excessive Absenteeism is defined as a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year. Excessive Absenteeism includes Excused and Unexcused Absences.

The parent(s) and/or legal guardian(s) of a student who is deemed "excessively absent" will be required to comply with school adopted policies and procedures to address the student's truant behavior. In each case, reasonable and meaningful attempts will be made by the school to notify and engage the student and parents in resolving the truancy.

**School or Class Truancy:** Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration.

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

### **Assemblies**

We will have assemblies differing in nature. Thus, the program will dictate the atmosphere that should exist. These programs may vary from a guest lecture to pep sessions. Each class will be assigned a certain area for seating in the auditorium and students should report to this area for all assemblies. When a person is speaking or performing, please direct all attention to that person and remain quiet. All students are required to attend assemblies.

### **College Visitation Days**

Seniors who visit prospective colleges will be excused for a total of 18 hours (equal to 3 days). Juniors who visit prospective colleges will be excused for a total of 6 hours (equal to 1 day). College visitation forms must be obtained from the guidance counselor and returned prior to the visit

### **Vacations**

The school discourages students from being absent during the school year any more than absolutely necessary. Family vacations should be scheduled during the summer months. However, if a vacation has to be scheduled during the school year, prior approval must be given by the principal at least one week in advance of the request. **Furthermore, vacation absences will not be excused during times of district and state-wide testing.**

## SECTION V: FOOD SERVICES

### **Breakfast/Lunchroom Regulations**

When students are dismissed for lunch, all students are to report to the auditoria after going to their lockers. Students will have a seat at any table they choose, and will wait to be dismissed to the serving line by a staff member on duty.

During the lunch period, students need to stay in the auditoria area. There is no need for students to go into the hallways beyond the stage area other than girls going to the restroom. Girls will use the restroom across from the media center, boys will use restroom near the gymnasium.

Students are not to leave the auditoria until their table is dismissed.

Students are not to order takeout or delivery food for lunch. Students either need to bring their lunch from home or purchase lunch from the cafeteria.

Parents are not permitted to eat lunch with students or deliver food for them.

**Students are to remain in the auditoria during the lunch period!**

### **Cafeteria Rules**

- Keep serving lines orderly.
- Students will be dismissed by table to go get their lunch.
- Everyone is responsible for maintaining a clean area and throwing away all trash.
- Sit in designated areas and use designated restrooms.
- Keep noise to a reasonable level.
- Excessive charges will not be permitted. Once a student has accumulated \$75 worth of lunch charges, they will not be permitted to charge for any further lunches until the debt is paid down to at least \$25.

### **Breakfast/Lunch Prices**

**Any “extras” will be charged to the student’s account. It is the student's responsibility to know what is considered an “extra.”**

Breakfast - \$1.85

Reduced Breakfast - \$.30

Extra Milk - \$0.60

Lunch - \$3.00

Super Lunch - \$3.50

Delux Lunch - \$4.25

Reduced Lunch - \$0.40

Extra Milk - \$0.60



## SECTION VI: FEES

### **Student Fees**

Student fees are \$45.00 for all students in grades 6-12. Make checks payable to Williamsburg Local Schools. Students who take Advanced Placement (AP) tests will be required to pay the \$98 fee per test. There are AP reduced rates for those students who meet financial need requirements. Please see the guidance counselor to see if you have questions.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, technology, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

**All school fees must be paid for students to attend or participate in any extracurricular activities; rehearsals, play practices, concerts, athletics, dances, Prom, etc.**

**Students who owe fees will not receive their diploma until fees are paid in full.**

### **Athletic Pay to Play**

Athletic fees are \$100.00 per season.

### **Driving, Parking, Passes**

1. Driving to and from school is a privilege.
2. Reckless driving will result in the loss of privileges.
3. Any student tardy to school five (5) times per quarter loses all driving privileges for that quarter.
4. Students who fail two or more classes will not be permitted to drive the following quarter.
5. Students wishing to obtain a parking pass will be required to complete an Informed Consent Agreement allowing for Random Screening Drug Test.

Student parking is available at the upper level. Students are required to have a parking pass, which costs \$20.00, and display it in their car when parked on school grounds. A parking pass will be issued when a completed Parking Permit form and an Informed Consent form are completed electronically via Final Forms. Forms are located online: [www.williamsburg-oh.finalforms.com](http://www.williamsburg-oh.finalforms.com).

Building principals or their designees may inspect a student's vehicle parked on school premises if there is reasonable cause to believe that prohibited articles are kept there, or that school rules and regulations have been violated. If such an inspection takes place, the student or another adult will be present. An inspection of a vehicle from the exterior is not a search. This policy will not intend to limit or prevent a school official from investigating incidents and determining a basis for decisions affecting the operation of the schools, conduct of students, or services of employees.

## SECTION VII: EDUCATIONAL REQUIREMENTS AND OPTIONS

### **Graduation Requirements**

- A. To graduate from Williamsburg High School a student must earn a minimum of 21 credits. In order for seniors to go through graduation ceremonies, they must have all necessary credits. This includes all Williamsburg students and College Credit Plus (CC+) students. All classes must be completed and grades posted by graduation.
- B. Students must have passed all required testing by the state of Ohio in order to receive a high school diploma and walk in Williamsburg graduation ceremonies.

Item (A) listed above may be waived for a student enrolled in an approved College Credit Plus (CC+) at the discretion of the High School Principal. Students enrolled in CC+ may participate in the ceremony, but will not receive their diploma until all credit requirements are completed.

It is the policy of the Williamsburg Local Board of Education that participation in the graduation ceremony is reserved solely for those students who have met all applicable state and local requirements. Unfortunately, seniors are confronted with many issues prior to receiving verification that they qualify to participate in the graduation ceremony. Some of these issues, including the ordering of announcements and caps/gowns, may result in financial loss in the event that the senior fails to qualify for participation in the actual ceremony.

Parents of seniors are urged to stay abreast of these issues throughout their student's final year. More information may be obtained by contacting the high school guidance counselor, senior advisor, or high school principal. Ultimately, students are responsible for tracking their academic process throughout high school. It is their responsibility to make sure they fulfill the requirements needed for graduation.

### **Among the 21 credits necessary for graduation, the following are required in grades 9-12**

- |                           |           |
|---------------------------|-----------|
| 1. English                | 4 credits |
| 2. Social Studies         | 3 credits |
| 3. Mathematics            | 4 credits |
| 4. Science                | 3 credits |
| 5. Physical Ed.           | ½ credit  |
| (two semesters or waiver) |           |
| 6. Health                 | ½ credit  |
| 7. Financial Management   | ½ credit  |
| 8. Technology, Fine Arts  | 1 credit  |
| or Foreign Language       |           |
| 9. Electives              | 5 credits |

### **P.E. Waiver Requirements**

1. Students must complete two seasons of any sport. It can be a combination of two different sports or two seasons of one sport.

2. A successfully completed season is when a student finishes the season and meets all of the requirements for team participation.

### **ACT**

Students are given the state funded ACT during their junior year of high school. Only students with enough credits to be considered juniors will qualify for the ACT to be administered.

### **Valedictorian and Salutatorian**

To be eligible for valedictorian or salutatorian you must have completed the following units:

- Earn Four Units of English
- Earn Four Units of Mathematics, which shall include at least the competencies obtained in Algebra I, Geometry and Algebra II
- Earn Four Units of Science, which shall include Physics and Honors/AP Chemistry
- Earn four Units of Social Studies
- Earn three units of one Foreign Language or two units each of two Foreign Languages
- Earn one unit of Fine Arts
- Students must complete more than 50% of the Honors and AP courses offered by the school: Honors Algebra I, Honors Geometry, Honors Algebra II, Pre-Calculus, AP Calculus, Trigonometry, Statistics, Honors Biology, Honors/AP Chemistry, Honors/AP Physics, Honors English 9, Honors English 10, Honors English 11, AP English Literature, AP English Language, Honors English 12, Honors US History, AP Government, Honors/AP World History, Honors Human Biology.

CC+ students must meet the same requirements as listed above. College courses and credits must be equivalent to those listed. All coursework must be completed and grades posted by graduation.

To be eligible for valedictorian or salutatorian you must have completed the final 4 semesters at Williamsburg HS or Grant CTC.

The policy for determining Valedictorian and Salutatorian will be based upon semester grades.

### **Additional Distinction for Graduation**

Williamsburg High School will offer the following distinctions with an honor cord worn at graduation and denotation in the program for obtaining the following:

**Summa Cum Laude (Blue/Black)** - meaning “with the highest praise” is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on our 4.00 scale.

**Magna Cum Laude (Blue/White)** - meaning “with great praise” is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70-3.89 grade point average on our 4.00 scale.

**Cum Laude (Blue/Red)** - meaning “with praise” is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50-3.69 grade point average on our 4.00 scale.

The faculty and administration of Williamsburg High School will also add the additional recognition levels to honor those students who have excelled in WHS’s Honors and AP curriculum. The following Honors distinctions would be added based on the number of Honors and AP courses completed through a student’s senior year:

<b>Honors recognition</b>	<b># of Honors/AP Courses Required</b>
with “Highest Honors”	16+
with “High Honors”	11-15
with “Honors”	6-10
with “Distinction”	1-5

### **Honors Diplomas**

There are multiple types of Honors Diplomas that students can earn. To see all Honors Diploma options and the specific criteria for each, please click [here](#). If a student believes they have earned one of the options for an Honors Diploma, they must notify the guidance department for verification. Students who earn an Honors Diploma will be honored at graduation and earn a distinction on their diploma.

### **Community Service**

Students in grades 9-12 will be required to perform 10 hours of community service per year, or 40 hours before graduation. Volunteer work must be approved by a staff member before it will count for hours. This is a requirement to walk in the graduation ceremony. Community service hours must be documented and turned into Ms. Holly Young in the high school office. Students who accumulate over 200 hours of community service throughout high school, will be recognized at graduation.

### **Credit Flexibility Option**

The Credit Flexibility Plan enables students to earn high school credit through alternative coursework, showing mastery of course content through testing, pursuing an educational option and/or individually approved option or any combination of the above. These options must be approved in advance by the school district. Approved credit awarded through this policy will be posted on the student’s transcript and counted toward the student's grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective. See the guidance counselor or principal for more information.

### **Educational Options**

All educational options including summer school and correspondence school must be approved by the superintendent and/or his designee prior to student enrollment in the course. A correspondence school course will be approved only for seniors for whom required courses do not fit into their schedule.

To qualify for CC+, a student must be enrolled as a student at WHS by the CC+ deadline.

A required course may not be taken at summer school or by correspondence unless a student has previously failed that course. Only one course at a time may be taken for credit, and it must be completed before a student may enroll in a subsequent course.

At the time of enrolling in a correspondence course, the building administrator will establish a completion date for that course to which the student must adhere.

### **Grading Policy**

#### [Williamsburg Middle High School Beliefs About Assessment and Grading Policy](#)

The school year is made up of four quarters. Grades are given in subjects for each quarter and an exam grade given at the end of each semester. Passing grades are required for promotion and earned credits for all students.

#### **Grading Scale**

A = 90 - 100	D = 60 - 69
B = 80 - 89	F = 0 - 59
C = 70 - 79	

The following is a list of the grades given and their grade point values:

<b><u>Range</u></b>	<b><u>Point Value</u></b>
93.5-100	4.0
90.5-93.4	3.7
89.5-90.4	3.5
86.5-89.4	3.3
83.5-86.4	3.0
80.5-83.4	2.7
79.5-80.4	2.5
76.5-79.4	2.3
73.5-76.4	2.0
70.5-73.4	1.7
69.5-70.4	1.5
66.5-69.4	1.3
63.5-66.4	1.0
59.5-63.4	0.7
0-59.4	0.0

Extra credit will be given in the following courses: Honors Algebra I, Honors Geometry, Honors Algebra II, Pre-Calculus, AP Calculus, Algebra III and Probability/Statistics, Honors Biology, Honors Human Biology, Honors Chemistry, Honors Physics, Honors English 9, Honors English 10, Honors English 11, AP English, Honors US History, AP Government, Honors World History, AP World History, AP Physics, AP Chemistry.

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### **Exam Exemptions**

Any student who maintains an A average for the second semester may be exempt from their final exam in that course. In addition students must have 12 or fewer hours of absences (excused or unexcused) and 4 or fewer tardies for the semester to be exempt. Exam exemptions are only for the second semester.

### **Retention/Promotion Policy**

Our retention/promotion policy dictates we consider the following factors when considering a child for retention or promotion: state mandated competency assessment and testing results, classroom grades, social development, attendance, teacher, principal, and parent/guardian input.

### **Withdrawals from School**

A student withdrawing from school should notify the principal and counselor of his/her intention as soon as possible before withdrawal. On the day the pupil withdraws, he/she shall hand in all textbooks and supplies. Failure to follow this procedure will result in grades being withheld from the next school.

### **Schedule Changes**

Once students have been scheduled for classes and rooms have been assigned, it throws a schedule and class out of balance if schedule changes are permitted after school begins. For this reason, no schedule changes will be made after spring scheduling is completed, except in very unusual circumstances. Students will be expected to make careful choices and then stay with those choices.

**No scheduling changes will be permitted after the first ten (10) school days.** If a change becomes necessary, students must obtain a drop slip from the Counselor. This must be shown to the teacher of the class being dropped. A copy will be sent to the principal's office. An add-slip must be obtained for your new class. A copy of this must go to the subject area teacher and another to the principal's office.

Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

All full time students must carry at least five (5) classes. Students attending US Grant CTC may not return to Williamsburg High School until after the end of the second week of the school year. Such change in scheduling would not be in the best interest of the student for his/her academic growth.

### **Textbooks**

Required textbooks are issued free of charge to each student. These books are to be properly cared for by the student and returned at the end of the course in the same condition. Students will be held responsible for reimbursement, in the event a book is abused or lost. Textbooks should be covered.

### **Guidance**

There is a counselor available to serve you. Group and individual scheduling, testing, and career guidance are a part of the service offered to you. Appointments should be made to see your counselor during your lunch time. However, if you have a serious problem (school or personal), feel free to visit your counselor at any time. Mrs. Eilerman can be contacted at 724-2211 ext. 9269 and Mrs. Ervin can be contacted at 724-2211 ext. 7862.

### **Parent-Teacher Conferences**

Parent Teacher Conferences are held four (4) times each year (9/21/23, 11/30/23, 2/15/24, 4/4/24). They are by appointment only on the dates specified on the school calendar. Please call 724-2211 to arrange a conference 1-2 weeks before the conference date. If you need a conference with a teacher at any other time, please contact the individual teacher.

### **Testing**

Speech, hearing, visual, and psychological testing are available. Parents should contact the principal if they wish to inquire about these services.

### **Ohio State Testing Test Security**

Any student found to be guilty of cheating on the annual state testing, or assisting a student to cheat on the test may be subject to the following penalties:

1. Invalidation of the student's test score.
2. Notification to the Ohio Department of Education of the finding and of the action or actions taken.
3. The Williamsburg Board of School District Board or the State Board of Education may seek the maximum penalty or penalties pursuant to section 3319.151 of the Ohio Revised Code.

## SECTION VIII: HEALTH REGULATIONS

### General Health

Students should come to school each day well-rested. Students should have a nourishing breakfast at home or plan to participate in our breakfast program at WMHS.

Children who show the following symptoms should NOT come to school:

- Severe headache
- Watery and inflamed eyes and/or nose
- Persistent cough
- Fever (students must-be fever-free (without medication) for 24 hours prior to returning to school.
- Skin eruptions
- Vomiting or diarrhea (24 hours without symptoms)
- Sore throat.

### Head Lice

Williamsburg Local School District has a “No-Nit” policy. If a student has been found to have lice or nits (eggs) he/she will be sent home. Enforcing a no-nit policy is key to preventing outbreaks and infestations. **Upon returning to school, students will be re-checked. Therefore, the parent/guardian must bring their child to school upon return.** The responsibility for nit removal rests with the parent/guardian. The school district and the Clermont County Health Department are available to answer questions concerning the eradication of lice infestations and provide support to our families.

### Health Service/Vaccinations

If you feel ill, have an accident, or become injured while at school, report this to the office. **Do not** remain in the restroom or other areas.

**Students entering grade 7** must be inoculated with a Tdap (Tetanus, Diphtheria and Pertussis) and one dose of meningococcal vaccine. Students not having the required immunizations will be excluded 15 days after the 1st day of school until such time the required immunizations are up-to-date. Students requiring Immunization shots may be inoculated by their primary care physician or at the Clermont County Department of Health.

**Students entering grade 12** must have two doses of the meningococcal vaccine to the already required Tdap (that they should have gotten in 7th grade) or excluded 15 days after the first day of school.

### Injury/Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

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### **Emergency Medical Authorization**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **Drugs/Medication**

The policy for the administration of prescription drugs adopted by the Williamsburg Board of Education states that the guidelines listed below must be followed if your child needs to take prescription drugs during school hours:

- The prescription medicine shall be brought in the original doctor or pharmacy labeled container. The label must include the name of the patient, dates, dosages, and the time interval for dosage. Parents should only bring the amount of medication to be taken.
- Medications must be brought to and from school by an adult. Children are not permitted to transport medications.
- The medication shall be brought to the school nurse along with:
  - a. Written instructions from the doctor.
  - b. Written permission from the parent/guardian of the student receiving the medication.
  - c. The telephone number where the parent may be reached at the time(s) the medication is to be taken.
- The student receiving the medication is to report to the school nurse at the time(s) medication is required or be permitted to take the medication at the time approved.
- Medication shall not be kept by the student under any circumstances.

The following staff members are designated as being authorized to administer medication to students: school nurse, principal, assistant principal, school counselors, and administrative assistant.

- Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers, to the principal and any other designee.
- We have the Parental Authorization and Release Form on file that you will need to fill out and sign before we can administer prescription or non-prescribed drugs to your child at school.
- Parents must pick-up any remaining medication for their student at the conclusion of the school year. Any medication that is left at school after the last day school is in session will be destroyed.
- Please call or come to the school if you have any questions or wish to obtain a release form.

Parents should deliver any medication they bring and a “Record of Administering of Drugs” form, with the office secretary before the beginning of the school day (7:40 a.m.). All medicine must be dispensed by the office. Students at no time should have any drugs in their possession without school approval. Refer to the Student Conduct Code, regulation 25.

### **Random Drug Testing**

Williamsburg High School students in grades 9-12 will be subject to random drug testing if he/she participates in athletics or extracurricular activities, is a student driver, or attends any school dances. A full explanation of the policy can be found in our Board of Education Policy 2431.01 and can be viewed by clicking this link: [Random Drug Testing Policy](#) This Random Drug Testing Policy does not affect the current policies, practices, or rights of the District regarding student drug possession or use where reasonable suspicion is established by means other than drug testing through this Policy.

Although students risk the loss of privileges, the Random Drug Testing Policy is designed to be non-punitive with regard to academics. No student will be suspended or expelled from school as a result of a certified positive test conducted by the District under this policy. The results of the random drug testing will not be documented in any student’s academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

The purpose of this policy is as follows:

- To provide for the health, safety and welfare of all students;
- To identify students with substance use problems for referral to appropriate counseling or treatment services;
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- To deter drug use among all students;
- To identify students who use illegal drugs and/or alcohol;
- To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs; and
- To provide easy parent access to drug addiction help through [mha.ohio.gov](http://mha.ohio.gov), [Start Talking.ohio.gov](http://StartTalking.ohio.gov) and similar websites.

This policy applies to all students in grades 9-12 with privileges, namely;

- Student athletes
- Students participating in extra-curricular activities, including dances and overnight trips;
- Students possessing District parking privileges.

### **Insurance**

The school will take every precaution to prevent injury to students. The school has an accident insurance program that is available to all students for a small fee. Your 1st period teacher will give the information regarding insurance to you.

### **Asbestos Notification**

The staff should be aware that federal law “Asbestos Hazard Emergency Response Act” (AHERA) requires that all schools be inspected for asbestos containing building materials; subsequently, developing management plans. The Management Plan includes re-inspections, response action plans and post-response actions. This plan is available for public inspection during regular working hours. To make an appointment for review of our plan, call our Asbestos Planning Manager at 724-2211. Pesticides are used on school property at different times throughout the year. If you wish to receive notification on the application of the pesticides, please contact the Board of Education Office at 724-2211.

### **Smoke Free Schools**

Federal law mandates public school districts receiving federal funds to maintain a smoke free indoor environment.

Williamsburg Local School District has received and will continue to accept federal funds both directly and indirectly. Therefore, the following provision shall be effective July 1, 1994:

In compliance with the “Pro-Children Act of 1994” all school buildings in the Williamsburg Local School District shall maintain a smoke free indoor environment.

## SECTION IX: STUDENT / SCHOOL VALUABLES & PROPERTY

### **Chromebooks/Computer Use**

Students will use Chromebooks and other computers in their classrooms. Students are reminded to handle devices with care. Students (their parent/guardian) will be held responsible for reimbursement, in the event a Chromebook/Computer is abused, damaged, or lost. Please refer to the Chromebook Agreement in Final Forms for more information.

### **Lost and Found**

The office will maintain a lost and found department. Any item found should be given to the middle or high school secretary. Check immediately if you have a lost article. Lost items will be kept in the office for a short time and prepared for donation at the end of each quarter.

### **Acceptable Use Policy**

Students and families must have an Acceptable Use Policy Form signed and on file using our Final Forms system. Please review the full Acceptable Use Policy on Final Forms.

### **Valuables**

Students should not bring valuable items to school. The school will not assume responsibility for articles lost or stolen while on school property. If it becomes necessary to bring something of value to school, give it to the secretary in the office for safekeeping.

### **Desks and Lockers**

At the beginning of the school year each student will be issued a locker equipped with a combination lock for each locker. A list of assigned lockers and lock combinations will be kept in the office. Your locker should be locked at all times. Students are cautioned against telling their lock combinations to each other or they cannot expect their property to be safe. Each student is responsible for the cleanliness of his/her assigned locker.

Students are cautioned not to keep money or other valuables in their locker. Schools are not legally responsible for the personal property of students. Desks and lockers are the property of the Board and remain at all times under the control of school officials. Students are granted the non exclusive use of desks and lockers and should not expect privacy with respect to items stored in desks or lockers. Desks and lockers and the contents of all desks and lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any desk, locker, or its contents contains evidence of a violation of a criminal statute or a school rule.

### **Book bags/Backpacks**

Students are to place their book bags or backpacks in their locker where it is to remain until the end of the school day.

- **High School Students may carry backpacks to class ONLY if they are clear. If they are not clear they are to be stored in their locker.**
- **Middle School Students must place their backpacks in their lockers at all times.**

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This is an effort to increase the level of safety in the classroom and hallways while at the same time teaching some students to become better organized. All coats and hats should remain in lockers.

### **Cell Phones/USE OF WIRELESS COMMUNICATIONS DEVICES**

Williamsburg Middle High School is a “1 to 1” school, which means every classroom has enough Chromebooks for students to use for necessary and legitimate academic purposes. Therefore, use and possession of personal communication devices (cell phones, tablets, watches except to tell time, etc.) is strictly prohibited during school hours.

Students will follow these guidelines for their personal communication devices:

1. Upon arrival at school, students will place their personal communication devices in their lockers and make certain the locker is locked. Otherwise, the device is to be left in the student’s vehicle or the student’s home.
2. Students understand they should arrive at school at such a time that gives them the opportunity to store their devices without being tardy to 1st period.
3. Students can retrieve their personal communication device before lunch, use the device during lunch, and return it after lunch.
4. The school takes no responsibility for the safety and/or storing of devices.

Violations of the Use of Personal Communication Devices will result in disciplinary actions:

- 1st Offense - Device confiscated. Parent must come to school to get the device.
- 2nd Offense - Device confiscated. Parent must come to school to get the device. One (1) 1-hour after school detention.
- 3rd Offense - Device confiscated. Parent must come to school to get the device. One (1) Day of ISR.
- 4th Offense - Device confiscated. Parent must come to school to get the device. Administrative discretion up to and including OSS.

### **Electronics**

Electronic items are not permitted to be seen, used, or heard in the classrooms between the hours of 8:00am - 2:30pm. However, if explicit permission is given by a teacher, students may use his/her device for educational purposes. If items are being used, seen or heard without explicit permission, they will be taken from the student. Students who fail to give an adult his/her phone when requested may receive additional consequences. Students are permitted to use electronic devices during lunch (at the discretion of administration), before school, and after school. Parents will be required to pick these items up if a student fails to follow these requirements more than once during the year.

### **Student Media Release**

Throughout the school year, students may be highlighted in efforts to promote WLSD activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through various media outlets. Failure to opt in to the Media Release will result in omission from all school publications, including team photos and the yearbook.

## SECTION X: SCHOOL SPONSORED CLUBS AND ACTIVITIES

### Dances

There are several dances throughout the school year including the Prom. Dances are usually designated as either Middle School (grades 6, 7 and 8) or High School (grades 9-12). Middle school dances are only for Williamsburg 6th, 7th, and 8th grade students. High School dances, including Prom, are for high school (grades 9-12) students, or guests from other schools (ninth grade on up). No one over 20 will be permitted to attend dances. Guests must complete a guest permission slip prior to the dance and bring a copy of his/her ID to the dance.

\*Note: Prom is a junior and senior event, however juniors or seniors may invite sophomores or freshmen as guests.

**To attend any dance all school fees must be paid prior to the dance.**

### CATS

**Goal:** To increase student success by offering assistance for Achievement Testing, Academic Achievement and Activity Eligibility.

1. For any student who has a D or F (average) in any subject, CATS will be encouraged for 2 sessions per week.
2. Any student who needs to pass any part(s) of the AIR assessment will be encouraged to attend CATS. CATS will take place from 2:35 to 3:15 p.m. in individual classrooms.
3. Any student wishing to ride the CATS bus, must have a CATS pass provided by the CATS teacher. No students will be allowed on the bus without this pass.

### Student Council

The Student Council membership is comprised of students in grades six through twelve. All representatives must have a C average with no failing grades in their schoolwork. The council, faculty advisor and administration are judges of qualifications for membership.

### National Honor Society

The Burgonta Chapter of Williamsburg High School is an active member of the National Honor Society. The purpose of the society is to create an enthusiasm for scholarship and to encourage the development of lifelong learners. To be elected to membership in the National Honor Society is the highest honor which a school can bestow upon a student. Each year a number of qualified juniors or seniors will be considered for induction into the National Honor Society. The advisor will inform students about the eligibility process for National Honor Society.

### NHS Requirements

These (4) characteristics are considered in the acceptance of any student into the National Honor Society: Scholarship, Service, Leadership, and Character.

**Scholarship:** The student must have a 92% cumulative grade average or better.

**Service:** The student must demonstrate a contribution to the school or to his/her fellow students. Active membership in clubs, organizations and extracurricular activities are highly considered.

**Leadership:** Initiative, cooperation, ambition, and responsibility are highly considered. Holding leadership offices in organizations is important but not required. Taking an active part in leading

classroom activities is an example of leadership.

**Character:** One's conduct, behavior, attitude and moral values demonstrate this characteristic. Traits such as honesty, trustworthiness and respect for people and their property will receive great consideration.

A committee made up of staff members will evaluate each candidate's application to be considered for membership.

### **Student Journalism/ Yearbook**

Official student publications (newspapers, yearbook, electronic media, etc.) are a part of the school curriculum and editorial control remains with the administration.

## **SECTION XI: SCHOOL SAFETY & DISCIPLINE**

### **Surveillance Cameras**

Students are duly informed their behavior on school property, school buses and/or adjacent property may be monitored by security cameras. This can be used for disciplinary proceedings. The administration provides prior notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on district property.

### **Hall Passes**

Students are never to be in the hall during the school day without authorization from a school employee, teacher, or administrator. It is the responsibility of the student to obtain this pass electronically via SmartPass, and it must be approved by a staff member. You will not be permitted to leave class without a hall pass via SmartPass.

### **Discipline**

We feel that by the time a young person enters Williamsburg Middle/High School, very little discipline should be necessary. If you want to do well in school and stay out of disciplinary situations, there is only one simple rule to follow: Be where you are supposed to be, when you are supposed to be there, doing what you are supposed to do.

### **Discipline for Student Misconduct**

A major component of the educational program in Williamsburg Middle/High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with School District and Middle/High School rules, policies, administrative guidelines, and in a way that respects the rights and safety of others.

Student misconduct is defined as any student conduct that interferes with the maintenance of a positive learning environment or disrupts the educational process. Student acts and behavior that tend to conflict with the educational programs or are antagonistic to the welfare of other students, school staff, and/or Williamsburg Local School District and its property will not be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections by authorized school officials. In addition, parking on school property is a privilege, not a right. Cars parked on school property are subject to routine patrols by school officials. Cars may be searched upon reasonable suspicion.

Disciplinary action shall be determined based primarily on the offense committed. Other factors such as the frequency of a particular offense or the number of repeated Code of Conduct violations as well as the student's age may be considered. Student misconduct shall result in discipline commensurate with the seriousness of the offense and the relevant circumstances and may justify suspension and/or expulsion.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

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In the event a calamity day is declared on a day a student is assigned a disciplinary measure (examples include, but are not limited to: a loss of privilege such as recess, assignment of a detention, ISR or suspension from school), the student will fulfill the disciplinary measure when school reopens; calamity day(s) shall not count as part of a student's disciplinary measure.

### **Positive Behavior Intervention and Support (PBIS) Consequences/Discipline**

The purpose of the PBIS program is to maintain an effective school environment that helps every student realize their potential and foster behavioral competence. This competence is gained as a result of our school team and families working together to provide a continuum of support for all learners. Several key elements of our PBIS include:

- A common purpose and a positive approach to discipline
- A clear set of positive expectations and behaviors
- Procedures for teaching and encouraging expected behaviors
- Procedures for discouraging inappropriate behaviors
- Data used to guide decision-making and planning
- Emphasis on prevention of inappropriate behaviors

#### **Potential Disciplinary Action**

1. Verbal or written warning
2. Parental notification
3. AM or PM Detention
4. Removal of bus and other privileges
5. Exclusion from extracurricular and/or co-curricular activities
6. Parental conference
7. Restitution of damages
8. Confiscation of items related to and/or resulting from student misconduct
9. Behavioral contracts
10. Disciplinary removal
11. Emergency removal
12. Friday School
13. In School Restriction
14. Out of School Suspension
15. Referral to law enforcement
16. Expulsion
17. Mediation
18. Loss of Privilege

A student may be excluded from graduation exercises as a disciplinary measure. Any suspected criminal act may be reported to law enforcement by a building administrator.

#### **Definitions**

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1. Verbal or Written Warning: A verbal or written warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school officials including teaching or non teaching personnel.
2. Parental notification: Direct contact with a parent or legal guardian of a student to inform him/her of the child's misconduct.
3. Loss of Privilege: The removal of a student privilege for a period of time dependent on the seriousness of the misconduct.
4. Detention: There are three types of detentions: lunch, morning and after school detention. Teacher detentions are usually given for an infraction of a teacher rule in the classroom. Any refusal to serve a teacher detention may result in further disciplinary action.
5. Removal of bus and other privileges: The denial of bus and other transportation privileges due to misconduct.
6. Exclusion from extracurricular and/or co-curricular activities: The exclusion from extracurricular and/or co-curricular activities due to misconduct.
7. Parental conference: A meeting with a parent(s) or legal guardian(s) to discuss violations of school rules and the impending action school officials may take.
8. Restitution of damages: A sum of money paid in compensation for loss or injury.
9. Confiscation of items related to and/or resulting from student misconduct: Impound; take temporary possession of items related to and/or resulting from student misconduct as an act of security or by legal authority.
10. Behavioral contracts: A written document completed by the student, parents, and school administrator governing among other things the disciplinary consequences for current and future acts of student misconduct.
11. Disciplinary removal: The removal of a student from a class or from participation in co-curricular activity for less than twenty-four hours. During the disciplinary removal period a student will not be permitted to take part in any school function or activity.
12. Emergency removal: The removal of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the curricular or co-curricular school activities. The period of emergency removal shall not be less than twenty-four (24) hours but shall not exceed seventy-two (72) hours. During the period of emergency removal, a student will not be permitted to take part in any school function or activity. In addition, it is the sole decision of the administration as to whether or not a student may or may not receive credit for class work missed during this period of emergency removal.
13. Friday School: Friday School is an extension on Friday for disciplinary or attendance issues. Friday School can only be assigned by an administrator and lasts from 2:45-5:45pm. Failure to attend Friday School will result in an additional Friday School to be served. Additional infractions may result in suspension.
14. In School Restriction: In school restriction is the reassignment of a student from the student's regular class schedule to a designated supervised room in the school where the student may study and/or do other assigned tasks associated with their education. A student will receive credit for classwork completed in In School Restriction.
15. Out of School Suspension: The removal of a student from the school environment for at least one (1) but not more than ten (10) days per incident. During the period of suspension a student will not be permitted to attend any school function or activity, home or away. If a suspended student is observed on school property during the suspension period or at an away contest or school related event, that particular day of suspension will be deemed invalid and an additional day will be assigned.

16. Expulsion: The removal of a student from school for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the removal takes place. This consequence may extend beyond a semester. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.
17. Mediation: The use of facilitation and other forms of assisted negotiation as an alternative to formal disciplinary action.
18. Option of outside counseling or assessment: The use of outside counseling or assessment as an alternative or in addition to formal disciplinary action.
19. Loss of Privilege: Students may lose privileges for a specified time period dependent upon the severity of the infractions. Privileges include, but are not limited to: loss of gym time at lunch, senior project, senior lunch, parking.

### **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Student Code of Conduct**

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. Students may be represented by legal counsel at expulsion hearings should the family choose to obtain counsel.

The written notice of intent to suspend or placement at the Alternative School shall be given to the student at an informal hearing and sent to the parents.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or parents may appeal any decision of the Williamsburg Local School District Administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County Court of Common Pleas.

It is the policy of Williamsburg Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted 5 school

days upon returning from suspension to makeup all assignments and work missed as a result of his or her absence/suspension.

This Code of Regulations is adopted by the Board of Education of the Williamsburg Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to The Ohio Revised Code.

This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

Note that Williamsburg Schools has a reciprocal agreement with Grant Career Center and any student disciplined at Grant CTC will carry the same weight at Williamsburg Schools.

The types of conduct **prohibited** by this Code of Regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
4. Unauthorized touching of a school employee, student or other person.
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting.
7. Hazing/bullying (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior, which disrupts or interferes with any school activity
9. Disrespect to a teacher or other school authority.
10. Disregard of reasonable directions or commands by school authorities including school administrators and teachers. This includes failure to turn over electronic devices when a student was not given explicit permission to use them.
11. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions, which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
12. Refusing to take detention or other properly administered discipline.
13. Skipping detention.
14. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
15. Forgery of school or school related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion of a student or school personnel.
19. Theft or possession of stolen goods.

20. Unauthorized fire or other improper use of fire.
21. Possession of matches or lighters, or other similar devices.
22. Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including, but not limited to, guns, firearms, ammunition, knives, grenades, slingshots, bows, arrows, machetes, brass knuckles, chains, studs, etc., or possession of, use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
23. Buying, selling, transferring, using or possessing any substance containing tobacco, derivative of tobacco, or imitation of tobacco including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, electronic cigarettes, electronic hookahs, or using tobacco in any other form. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.
24. Buying, selling, transferring, using or possessing or evidence of consumption of any controlled substance (drugs, narcotics, marijuana, etc) or inhalants, or buying, selling, using, possessing or evidence of consumption of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance) – on school premises or at a school related function.
25. Buying, selling, transferring, using, possessing or evidence of consumption of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
26. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia. Paraphernalia can include instruments, objects, papers, pipes, containers, vapor devices, vapor liquids, etc.
27. Buying, selling, transferring, using, possessing or evidence of consumption of any alcoholic beverage or intoxicant of any kind.
28. Cursing.
29. Use of indecent or obscene language in oral or written form.
30. Publication of obscene, pornographic or libelous materials.
31. Placing of signs and slogans on school property without the permission of the proper authority.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to or represents gang or gang like activity.

40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms.
44. Presence on school property with a communicable disease.
45. Failure to abide by the rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises.
47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
48. Any disruption or interference with school activities.
49. Willfully aiding another person to violate school regulations.
50. Commission of any act on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
51. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
52. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school.
53. Certain situations may dictate an exception to this policy based upon a principal's decision.
54. Failure to abide by rules and regulations of the Technology Agreement.
55. Threatening /Harassing other students, staff, or adults.
56. Any speech which is reasonably likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited.
57. No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.
58. Audio/Video Recording (Unauthorized): Recording or attempting to record without authorization from a school staff member any image or other record (audio or video) of a student or staff member.

### **Detention/Friday School**

Any student who is assigned detention or Friday School is expected to serve on the date assigned. If the student is unable to serve a note from the parents must be presented to the administrator to reassign the detention or Friday School.

### **Suspension**

1. The length of suspension for above offenses will depend upon the number of previous suspensions and/or the judgment of the principal.
2. Students suspended or expelled will be considered absent (unexcused). It is the student's responsibility to ask the teacher for make-up work. This can be done via email to teachers during

suspension or upon a student's return to school following suspension. Students have five school days after their return to school to complete any missing work.

3. Students who are suspended from school are not permitted on school property during the period of suspension. In addition, suspended students are not permitted to participate in or attend extra-curricular activities during the suspension period.

4. In the event there is a calamity day (ie snow day) while a student is suspended, that day does not count as one of their days of suspension.

### **Permanent Exclusion**

The Williamsburg Local Board of Education may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance.
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

### **Mandatory Expulsion For Weapons**

Federal law mandates that public school districts receiving federal funds require expulsion for a minimum of one year, subject to reduction by the Superintendent on a case-by-case basis, of any student who brings a firearm to school.

Williamsburg Local School District has accepted and will continue to accept federal funds both directly and indirectly.

Therefore, the following provision shall be effective immediately:

Any student who is determined to have brought to school a firearm as defined in Section 921 of Title 18, United States Code, shall be expelled for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis, shall consider all of the relevant facts and circumstances, including applicable Ohio Law.

### **Search and Seizure**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

#### **Student Conduct Occurring on School Property or at School Sponsored Events**

Unless otherwise noted in the individual section, the rules and standards for the discipline of students shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; at any other time when the student is subject to the authority of the school.

#### **Student Conduct Occurring Off School Property or Outside of the Regular School Day**

The rules and standards set forth for the discipline of students shall apply to misconduct by a student that occurs off school property or outside of the regular school day provided that the misconduct bears a reasonable connection to the interests, activities or responsibilities of the Williamsburg Local School District and its students, parents and staff.

Social Networking or Telecommunications Misconduct: Facebook, Twitter, Snapchat, TikTok, or other social networking misconduct as well as telecommunications harassment that occurs outside the school day and off school property but disrupts the educational environment is subject to the Code of Conduct and potential disciplinary actions and may be referred to the Williamsburg Police Department.

#### **Alcohol and Other Drugs Policy Statement**

The Williamsburg Local Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages illegal drugs, non-prescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies described within the student handbook.

The complete policy is available upon request and will be posted in the high school office.



## **Sexual Harassment**

Sexual harassment has no place in the Williamsburg Local School District, whether between the supervisor and the supervised, between co-workers, between employees and students, between students, or between any student or employee and a member of the public visiting the schools.

Complaints or information regarding sexual harassment shall be directed to the appropriate building principal who shall have a duty and the authority to conduct an independent investigation of the matter.

If students do not feel comfortable talking to an adult, they are encouraged to use Williamsburg's [safe@burgschools.org](mailto:safe@burgschools.org) or call 513-818-BURG (2847). This email address and helpline is for members of our school community to use to report any information that could have a negative impact on students, staff, or school property. Examples include, but are not limited to, violence, sexual harassment, weapons, threats, thefts, property damage, and drug/alcohol abuse.

## **Anti-Hazing Policy**

It is the policy of the Williamsburg Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk of an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrator, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs.

## **Anti-Bullying Policy**

The Williamsburg Middle/High School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in-route to or from school, or the effect of which occurs on school property, and

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those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

**Harassment, intimidation, or bullying means:**

**Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.**

Harassment, intimidation, or bullying also means cyber-bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. All complaints about aggressive behavior that may violate this policy shall be promptly investigated by the appropriate person.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the perpetrator of that finding and any disciplinary consequences that will be imposed against such student.

Retaliation of any kind will not be permitted. This includes engaging in harassing behavior after an investigation occurs whether discipline was administered or not.

### **Bullying & Character Education at Williamsburg Schools**

In an effort to proactively teach kindness, acceptance, and good citizenship, Williamsburg Middle/High School implements a Character Education program that teaches students specific character traits. The goals of this program are:

1. To reduce and eliminate bullying behavior and violence in schools.
2. To prevent new occurrences of bullying and violent behavior.
3. To create a respectful, trusting, supportive environment that fosters learning.

As a school, we will be working with students to realize the following commitments:

- We will not bully others.
- We will include students who are easily left out.
- We will try to help students who are bullied.
- When we know somebody is being bullied, we will report it to an adult at school and an adult at home.

Williamsburg M/H School has adopted the Olweus Bullying Prevention Program's definition of bullying, which is: **Bullying is when someone repeatedly and on purpose says mean or hurtful things to another person who has a hard time defending him or herself.**

What can students do to **STOP** bullying if it is happening to you or someone else?

**S** – Say something. Tell the person to STOP and walk to a safe place.

**T** – Tell an adult at school and at home.

**O** – Options should be discussed at home and school to plan what to do if it happens again.

**P** – Practice your plan so that you will be prepared.

This program involves important classroom and school-wide components. It is critical and necessary that students and/or their parents inform teachers and the school administration about potential bullying behaviors.

### **[SAFE@BurgSchools.org](mailto:safe@burgschools.org)**

Students who have been bullied or have witnessed bullying should immediately report such incidents to the classroom teacher, school principal, or any other trusted staff member. If students do not feel comfortable talking to an adult, they are encouraged to use Williamsburg's [safe@burgschools.org](mailto:safe@burgschools.org) or call 513-818-BURG (2847). This email address and helpline is for members of our school community to use to report any information that could have a negative impact on students, staff, or school property. Examples include, but are not limited to, violence, sexual harassment, weapons, threats, thefts, property damage, and drug/alcohol abuse.

## SECTION XII : DRESS CODE

### Dress and Appearance

The students at Williamsburg Middle/High School are expected to dress in an acceptable manner. Any student dress/appearance that detracts from the normal pattern of the educational process will not be permitted. The dress/appearance guidelines include, but are not limited to, the following:

- 1. No student shall wear or exhibit shirts, buttons, pins etc., with obscene/objectionable language or language promoting the use of alcohol, drugs, or violence, or serves as a potential distraction is not permitted.**
- 2. Muscle shirts, mesh jerseys, tube tops or tank tops are prohibited.**
- 3. Some clothing, accessories, and hairstyles are in bad taste and can serve as a distraction or be disruptive. It will be the judgment of the administration in determining if corrective measures are warranted.**
- 4. Hats, bandannas, and hoods of sweatshirts cannot be worn in the building by either boys or girls.**
- 5. Blouses, dresses or shirts, which expose areas of the stomach, side, or back, are not permitted. Shirts must reach the waist and cover the shoulders.**
- 6. Body piercings that potentially serve as a safety/health concern or potential distraction are prohibited.**
- 7. Short shorts, miniskirts or mini-dresses are not permitted.**
- 8. No face or body painting will be permitted.**
- 9. Due to safety concerns, students are required to wear appropriate shoes on days they are scheduled to participate in physical education class.**

All decisions regarding appropriate dress and appearance are at the discretion of the administrators of Williamsburg Middle/High. The Middle/High School is air conditioned. Please remember to dress appropriately for the temperature of the building. Layers are appropriate, but blankets are not. Please leave them at home or in your locker.

## SECTION XIII : TRANSPORTATION

### School Buses

The driver is responsible for the discipline on the bus and is under instructions from the Superintendent to report to the Principal cases of misconduct. In extreme cases, the driver has the authority to refuse transportation to pupils who do not behave in the proper manner.

The bus driver is not permitted to let you off at any stop other than your regular discharge stop nearest your home, unless approved by the transportation department through completion of a bus transportation variance form.

## **Transportation Procedures**

This summer, student bus assignments were mailed to parents, with specific pick-up and drop-off times. If you need to make any changes to your student's transportation, a variance form is required. This includes any student that will be picked-up or dropped-off someplace other than their home bus-stop on a daily basis. This includes students that are open-enrolled and need transportation from a sitter or daycare within the Williamsburg School District. The form is not to be used for one-time or occasional occurrences.

### Variance Guidelines:

1. Variances for riding regular routes may be granted for childcare/babysitting purposes only. New routes will not be created nor existing routes modified to accommodate a variance. Variances may be denied or revoked if ridership exceeds bus capacity.
2. The student's requested pick-up and/or drop off location(s) must follow an established, consistent schedule. Preferably the same location(s) all 5 days each week.
3. Requests will be approved/denied within two (2) school days of receipt at the Transportation Office.
4. A new variance request must be submitted if another change in bus assignment is requested.
5. Questions concerning transportation issues should be directed to the Transportation Office at 513-724-2211 ext 7859.
6. NOTE: The driver is responsible for discipline on the bus and is under instructions from the superintendent to report to the principal cases of misconduct.  
Consequences of a student receiving a bus conduct slip can include the following:
  - Written warning
  - Loss of school privileges
  - After-school detention
  - Any consequence previously mentioned regarding student misconduct
  - Suspension from the bus
  - Permanent removal from the bus

CATS bus passes can be obtained from the CATS teacher for students to ride the elementary route home after school. However, students who are serving after school detention will not be permitted to ride the school bus home. Students serving detention will be required to provide their own transportation home.

## **Driver's Education**

Students under the age of 18 are required to successfully complete a driver education course before obtaining Ohio driver's license.

## **Driver's License**

Students should be aware of several issues put into law (Ohio Revised Code) pertaining to the possible suspension or denial of driver's licenses.

Specifically, students who dropout of school, are suspended or expelled for use of drugs or alcohol, or are habitual truants may have their driver's licenses suspended. Students who are under age may be denied the issuance of a temporary instruction permit or driver's license.

## **SECTION XIV: ATHLETICS**

### **[Williamsburg Wildcat Athletic Handbook](#)**

#### **Athletic Contests**

1. All school rules are in effect at all school-sponsored events, at Williamsburg or at a visiting school.
2. Follow the directions of school personnel.
3. Exhibit good sportsmanship - you represent Williamsburg Middle/ High School.

#### **Athletic Eligibility Information**

##### **1. Scholarship**

Do not change your course schedule without first consulting with your athletic director and guidance counselor to determine whether it will affect your eligibility.

According to the OHSAA, eligibility for each grading period is determined by grades received the preceding grading period. Semester average and yearly average have no effect on eligibility.

Grades 9-12: You must be currently enrolled in school and received passing grades in a minimum of five one credit courses or the equivalent, in the immediately preceding grading period. Students enrolled in the College Credit Plus Program should first consult their High School Counselor before finalizing their CCP schedule.

Grades 7-8 You must be currently enrolled in school and received passing grades in a minimum of five one credit courses or the equivalent, in the immediately preceding grading period.

Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

In addition to OHSAA eligibility requirements, student-athletes must meet the eligibility requirements set forth by Williamsburg Middle/High School. These requirements will be provided prior to the beginning of each athletic season or available on request.

##### **2. Residence**

Your eligibility is determined by the school district of residence of your parents or legal guardian.

##### **3. Changing Schools**

If you change schools and your parents do not move to your new school district, you will be ineligible for 50% of contests unless you meet one of the exceptions to the transfer bylaws. Always check with your school principal before you change schools to determine whether it will affect your eligibility.

##### **4. Semesters of Eligibility**

When you enroll in grade 9 the first time, you have (8) semesters of athletic eligibility taken in order of attendance, whether you participate or don't participate.

##### **5. Age Limitations**

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Grades 9-12: Once a student turns twenty (20), he/she is no longer eligible for athletic contests regardless of when his/her birthday occurs. Students must still meet the eight semester rule to participate at nineteen (19). This includes ineligibility for participation in contests prior to the opening of that school year.

Grades 7-8: If you are fifteen (15) years of age prior to August 1, you are ineligible that school year. This includes ineligibility for participation in contests prior to the opening of that school year.

If you are enrolled in or eligible for a special education class and are fifteen (15) years of age prior to September 1, you are eligible to participate in athletics in grades 9-12.

#### **6. Awards**

You may receive an award or merchandise as a result of your participation in interscholastic athletics from any source, provided the value does not exceed \$50.00.

#### **7. Competing Under a Name other than Your Own or Falsifying Your Address**

If you compete under a name other than your own or falsify your address, you immediately become ineligible.

#### **8. Open Gym**

An "Open Gym" is a facility in which the doors or gates are unlocked and open for unstructured free play and no one is restricted from observing the play. The school may designate the sport to be played.

Athletes may participate, provided:

- A. Participation is not limited to a select group of students from within a school.
- B. There is no designation of who shall play on which team or who shall play whom except by the students who participate.
- C. Regulation timing is not kept.
- D. Written scoring is not kept.
- E. No individual invitations, oral or written, are extended.
- F. There is no coaching or instruction.

These regulations pertain to both school and non-school facilities.

(Please note: Athletes shall not be required to attend open gyms.)

Penalty for violation: Ineligibility for interscholastic athletics not to exceed one year.

#### **9. Instructional Programs**

Athletes are subject to the Instructional Program regulations.

These include:

- A. Camps, clinics, workshops, etc. that involve team play may be attended from June-July 31 only.
- B. Individual skill instruction may be received at any time in individual or group lessons.
- C. There is no limit on the number of players from the same school participating on the same team from June 1-July 31 except football.
- D. From August 1st through May 31st from school coaches- Individual skill/coaching instruction may be received by a member of a school team at any time prior to and after the school season and outside the defined no-contact periods from school coaches provided that no more than four members of a school

team or individuals are present at one time in all facilities where the individual skill/coaching instruction is taking place.

E. Football players may attend instructional programs involving individual skill instruction only. No contact or use of pads is permitted. No offensive or defensive formations may be taught and practiced. Football helmets and shoes may be worn.

**10. Non-Interscholastic Participation** Bylaw 10-3-3 allows athletes to participate in non-interscholastic competition prior to and after the school season during the school year under the following conditions:

A. The number of players from the same school on the squad (roster) is limited to Baseball and Softball-4, Volleyball-3,

Basketball-2, Soccer and Field Hockey-5, Ice Hockey-3. This rule is not in effect from June 1-July 31.

B. A player may continue to play with a non-interscholastic team in a national qualifying tournament after July 31 until the Team is eliminated no later than Labor Day.

C. During the school year outside the school's sport season, an athlete may try out, practice and compete in a non-interscholastic program.

D. Participation in a non-interscholastic contest while a member of a school squad in the same sport is PROHIBITED. An athlete becomes a member of a school squad by participating in an interscholastic contest (scrimmage, preview or regular season contest).

E. An athlete may have no contact with the school coaching staff in a non-interscholastic program except from June 1-July 31.

PENALTY for violation: Maximum for any athlete except a senior is ineligibility for the ensuing season: for a senior, ineligibility for all sports for the remainder of the school year.

### **11. Recruiting Athletes**

You will be ineligible if you are recruited by a person or group of persons to change schools. It may also affect the eligibility of the school athletic teams.

### **12. Use of Alcohol, Tobacco, and Illegal Drugs**

You are prohibited from being under the influence of any form of alcohol, tobacco and illegal drugs at the playing site of an interscholastic contest. The penalty is disqualification from that contest.

### **13. Steroids**

A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of anabolic steroids or other performance enhancing drugs.

### **14. Student Participation & Physical Exam Forms**

All students in grades 7-12 must submit a completed student participation form and pass a physical examination before they may practice for a school sport. Check with your school principal or athletic administrator for the procedure to follow. Physical examinations are valid for one calendar year.

### **15. Student Participation Conduct Penalty**



Student participation in athletic contests is a privilege. As a student athlete you are expected to conduct yourself in an exemplary manner at all times.

During participation in OHSAA sectional, district, regional or state tournaments, if you fail to abide by the decisions of officials, use profanity, disrespectfully address an official, use obscene gestures, strike an official or an opponent, you may be denied further participation in the OHSAA tournament series.

**For more specific information and guidelines on OHSAA general rules regulations and bylaws please visit [www.ohsaa.org](http://www.ohsaa.org). Please check with the athletic director or guidance counselor if you have any questions on athletic eligibility.**

#### **16. Random Drug Testing**

As stated above in the Health Regulation Section, Student Athletes may be subject to random drug screening. Full board policy along with consequences for failed drug tests can be found here: [Random Drug Testing](#)

## SECTION XV : VOLUNTEERS AND VISITORS

### Visitors

Any person visiting our school should stop in the office upon arriving and obtain a visitor's pass. Persons in the building without passes will be asked to leave and may be subject to penalties under the State Law, which prohibits trespassing in public schools. All visitors should report to the upper level of the school and enter through the secure entrance. Visitors are required to bring their driver's license with them to pick up any child from school or to conduct any business in the school.

Students are reminded to not prop doors, allow visitors into outside doors, gym doors, etc. Anyone wishing to enter the building must use the front entrance.

### Volunteer Guidelines

Our school and community continue to benefit from the generosity of volunteers. We are fortunate to have wonderful volunteers who offer their time and talents to our school district and students. Numerous volunteer opportunities are available. While we value and encourage support from volunteers, our primary concern is the safety and welfare of our students. To this end, we require all volunteers to receive a background check. A BCII check is required if you have lived in the state of Ohio for three consecutive years. If you have not lived in the state of Ohio for three consecutive years, a BCII and FBI background check will be required. Both background checks are good for five years.

Where: Clermont County Educational Service Center  
2400 Clermont Center Drive, Batavia, Ohio 45103  
Procedure: Schedule an appointment with their receptionist, at  
513-735-8300.

- If you will be volunteering for your child's teacher, arrangements will need to be made with your child's teacher in advance. The teacher will then provide the office with this schedule. If your name is not on this schedule and submitted to the office, you will not be permitted to proceed to the classroom.
- Parents and other visitors are required to report to the school office before going to a classroom. This regulation is mandated by Ohio Revised Code Section 22917.211. **Please do not drop in unannounced and ask the teacher to take time to talk to you.**

### CLERMONT COUNTY YOUTH SERVICES CONTACTS

Boy Scouts of America	961-2336
Child Focus	752-1555
Clermont County Community Services (Medical, Dental, Youth Services)	732-2277
Clermont County Recovery Center	735-8100
Clermont County Children's Health	732-7499
Clermont County Jobs and Family Services	732-7111
Children's Protective Services	732-7173
Girl Scouts of America	489-1025

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Legal Aid Society of Clermont County  
Salvation Army  
Y.M.C.A.

732-2422  
732-6328  
724-9622