



**Williamsburg Middle/High School**  
**Student Handbook**  
**2016-2017**

## 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 high academic performance for all students through quality instructional practices in a safe and nurturing environment in partnership with the community.**

*Be a P.A.R. T. of the T.E.A.M.*

*\*Be Prepared*

*\*Be Attentive*

*\*Be Respectful*

*\*Be on Time*

*(Together Everyone Achieves More)*

### **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.

## Message from the Principals

Welcome to Williamsburg Middle/High School! The administration and staff are looking forward to another exciting and challenging year. We are committed to providing a strong academic foundation that will enable each student to pursue a college education and/or a chosen career path. Your success is important to us, and we hope that you will not hesitate to talk with us about any questions or concerns that you may have.

The information included in this handbook is designed to provide you with information about the day-to-day operations of our building. We are optimistic about the academic and extracurricular successes that we will have this year. There were many great things that happened last year, and we are looking forward to even more this year.

Please read this handbook carefully as you are responsible for knowing and following the procedures discussed in this handbook.

Have a great year!

Heather Powell

High School Principal      724-2211

Jason Tackett

Middle School Principal    724-2211

### Daily Schedule

1 <sup>st</sup> Period	8:00 – 8:46
2 <sup>nd</sup> Period	8:50 – 9:36
3 <sup>rd</sup> Period	9:40 – 10:26
4 <sup>th</sup> A Period	10:30 – 11:00
4 <sup>th</sup> B Period	11:00 – 11:30
4 <sup>th</sup> C Period	11:30 – 12:00
5 <sup>th</sup> Period	12:04 – 12:50
6 <sup>th</sup> Period	12:54 – 1:40
7 <sup>th</sup> Period	1:44 – 2:30

### Extra Help Schedule

1 <sup>st</sup> period	8:00 – 8:40
2 <sup>nd</sup> Period	8:44 – 9:22
3 <sup>rd</sup> Period	9:26 – 10:04
5 <sup>th</sup> Period	10:08 - 10:46
4 <sup>th</sup> A Period	10:50 – 11:20
4 <sup>th</sup> B Period	11:20 – 11:50
4 <sup>th</sup> C Period	11:50 – 12:20
6 <sup>th</sup> Period	12:24 – 1:02
Extra Help	1:06 – 1:48
7 <sup>th</sup> Period	1:52– 2:30

### Pep Rally Schedule

1 <sup>st</sup> Period	8:00 - 8:41
2 <sup>nd</sup> Period	8:45 - 9:26
3 <sup>rd</sup> Period	9:30 - 10:11
5 <sup>th</sup> Period	10:15 - 10:56
4 <sup>th</sup> Period	11:00 - 12:30
6 <sup>th</sup> Period	12:34 - 1:15
7 <sup>th</sup> Period	1:19 - 2:00
Pep Rally	2:00 - 2:30

In the event that we would be delayed for school, the following bell schedule will apply:

**One Hour Delay**

1 <sup>st</sup> Period	9:00 – 9:36
2 <sup>nd</sup> Period	9:40 – 10:16
3 <sup>rd</sup> Period	10:20 – 10:56
4 <sup>th</sup> Period	11:00 – 12:30
5 <sup>th</sup> Period	12:34 – 1:10
6 <sup>th</sup> Period	1:14 – 1:50
7 <sup>th</sup> Period	1:54 – 2:30

**Two Hour Delay**

1 <sup>st</sup> period	10:00 – 10:27
2 <sup>nd</sup> Period	10:30 – 10:57
3 <sup>rd</sup> Period	11: 00 – 11:27
4 <sup>th</sup> Period	11:30 – 1:00
5 <sup>th</sup> Period	1:03 – 1:30
6 <sup>th</sup> Period	1:33 – 2:00
7 <sup>th</sup> Period	2:03 – 2:30

**News and Radio Stations for School Closing Information**

WCPO/TV CH 9	WLW/AM 700	WEBN/FM 102.7
WLW/TV CH 5	WAKW/FM 93.3	WIZF/FM 100.9
WKRC/TV CH 12	WVMX/FM 94.1	WKRQ/FM 101.9
WXIX/TV CH 19	WNKR/FM 106.5	WUBE/FM 105.1

Please make sure you are on our ONE CALL list to receive calls and/or texts about closing. If you are not receiving calls, please contact the office.

Information about closings/delays will also be on our website: [www.burgschools.org](http://www.burgschools.org).

**Breakfast/Lunchroom Regulations**

When group A, B, or C is dismissed for lunch, all students in the group are to report to the auditoria after going to their lockers.

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. The restrooms near the gymnasium are to be used by students during lunch.

Students are to finish all food and drink before leaving the auditoria. The lunch supervisors will determine specific regulations.

Students are not to order take out 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.  
Saving a place or cutting into the line is not permitted.  
Everyone is responsible for maintaining a clean area.  
Always return your tray to the kitchen.  
Keep noise to a reasonable level.  
Excessive charges will not be permitted.

### **Breakfast/Lunch Prices**

Breakfast - \$1.50 (extra milk \$.50)  
Reduced Breakfast - \$.30

Lunch - \$3.00 (extra milk \$.50); Super Lunch - \$3.50  
Reduced Lunch - \$.40

### **Student Fees**

\$45.00 for all students in grades 6-12. Make checks payable to Williamsburg Local Schools.

**All school fees must be paid for students to attend or participate in any after- school activities. This includes dances.**

### **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 \$10.00, 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 returned to the high school office.

### **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 7:15 a.m. without prior administrative approval. All students arriving by vehicle must remain in the auditoria until the first bell rings.

### **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 or unexcused.

### **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 four (4) days 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. Medically necessary leave for a pregnant student in accordance with Policy 5751.
10. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Please see in 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 for reduced credit.

Students who arrive late to school must sign-in at the middle or high 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.

Following the fifth absence of the quarter, all absences will be unexcused unless there is a note from a medical professional or legal authority. Parent notes will not be accepted after 5 absences (exc. or unexc.)

### **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 8:50 AM. Any student who does not provide a valid excuse for his/her absence will not be allowed to participate. This includes rehearsals, play practices, concerts, athletic events, dances, and Prom.

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.

**Any student that has five or more unexcused absences from school will not be permitted to attend school sponsored events.**

### **Tardiness Procedures**

Students arriving after 8:00 a.m. must sign in his/her respective grade level office. Students will be subject to disciplinary actions for tardiness to school and/or to class.

### **Half-Day Absence**

Students who arrive after 9:40 a.m. will be counted absent for one-half day. Students with early dismissals will be counted absent for one-half day. A note from a parent is required for a half-day

absence as well as for a full day. Students who arrive after the beginning of sixth period will be counted absent a full school day.

Students who sign out during the school day and sign back in more than sixty minutes late will be counted absent for a half-day.

### **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 the sign out sheet 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 parents of students who wish to go home because of illness. Students are not to sign out without permission. Written permission from parents must be received in the office in order for a student driver to leave school early.

### **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.

### **Absence Policy In Regards To Course Credit**

Each school day is important and attendance in each class is vital to the student and his/her success in school. Therefore, the following policy will be utilized to help enforce student daily attendance:

Students who accumulate more than 5 unexcused absences in a class during a 9 week period will receive no credit for coursework for that grading period. A student may regain passing status by attending Friday School, which is assigned by an administrator, for each day missed.

### **Parent-Teacher Conferences**

Parent Teacher Conferences are held 4 times each year. 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.

### **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 parts of the OGT 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 (formerly PSEO) 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.

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. Technology, Fine Arts<br>or Foreign Language | 1 credit  |
| 8. 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.

#### **Recommended Credits for College Prep:**

- |                     |             |
|---------------------|-------------|
| 1. English          | 4 credits   |
| 2. Social Studies   | 4 credits   |
| 3. Mathematics      | 4 credits   |
| 4. Science          | 4 credits   |
| 5. PE & Health      | 1 credit    |
| 6. Fine Arts        | 1 credit    |
| 7. Foreign Language | 3 credits   |
| 8. Electives        | 4/5 credits |



**Class of 2017 and beyond 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 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, Algebra III and Probability/Statistics, Honors Biology, Honors Chemistry, Honors Physics, Honors English 9, Honors English 10, Honors English 11, AP English, Honors US History, AP Government, Honors World History

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** - 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** - 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** - 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 AP and Honors courses completed through a student’s senior year:

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

### **Community Service**

Students in grades 9-12 will be required to perform 10 hours of community service per year. 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.

### **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 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**

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

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

### **Exam Exemptions**

Any student who maintains an A average for the semester will be exempt from their final exam in that class. In addition students must have two or fewer absences (excused or unexcused) and four or fewer tardies for the semester to be exempt. This only applies to the exam for the second semester.

### **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/OGT will be encouraged to attend CATS. CATS will take place from 2:35 to 3:15 p.m. in individual classrooms.

### **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.

### **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. The counselor can be contacted at 724-2211 ext. 306.

### **Testing**

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

### **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.

### **Random Drug Testing**

Beginning with the 2016-2017 school year, 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. 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.

### **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.

### **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.

### **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.

### 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.

### Student Council

The Student Council membership is composed of students in grades six through twelve. All students in grades 6-12 elect the officers of the council at a general election. All officers and 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.

### 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.

### 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.

### 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. Please be advised that all lockers are property of the school district and for that reason the administration reserves the right to periodically inspect lockers.

### 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. **(No book bags/backpacks are to be brought to class.)** 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.

### 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.

### 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.

All full time students must carry at least six (6) 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.

### 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.

### 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.

### **Student Journalism**

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

### **Drivers 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 drop out 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.

### **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 his 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 ample time to makeup all assignments and work missed as a result of his or her absence.

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.

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. Assault on 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 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. Arson 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, sling shots, 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.
24. Buying, selling, transferring, using or possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc) or inhalants, or buying, selling, using, possessing or being



under the influence 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 being under the influence 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 in include instruments, objects, papers, pipes, containers etc.

27. Buying, selling, transferring, using, possessing or being under the influence 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 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 ordnance 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.

### **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) and may be allowed on their first suspension to make up work for a maximum 100% credit. If a student is suspended a second/third time during the same school year, students will be allowed to make up work for a maximum of 50% credit. For any additional suspensions, students would receive 0% credit for all work assigned during the days of suspension. 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.
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.

### **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 ordnance, 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 or 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.

### **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.

#### **Other Regulations**

##### **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/objectable 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 and bandannas 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 (shorter than fingertip length) 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.

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.

### **Electronics**

Electronic items are not permitted to be seen, used, or heard between the hours of 7:30-2:28pm. 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 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.

### **Hall Passes**

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

### **Students in the Building**

No students are to remain in the building after school 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.

### **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.

### **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.

### **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.

### **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.

### **Drugs/Medication**

Some students may have a need to take medicine during the school day. If this should occur, the procedure is as follows:

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.

### **Senior College Visitation Days**

Seniors who visit prospective colleges will be excused for a total of 3 days. College visitation forms must be obtained from the guidance counselor and returned prior to the visit.

### **Dances**

There are several dances throughout the school year including the Prom. Dances are usually designated as either Middle High (grades 6, 7 and 8) or High School (grades 9-12). Middle school dances are only for Williamsburg sixth, seventh and eighth 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.**

## **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.

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**

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. An athlete may have no contact in an instructional program with the school coaching staff except during the season of the sport or for 10 days from June 1- July 31.
- 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 by 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.

**Please check with your athletic director or guidance counselor if you have any questions on athletic eligibility.**

### **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.

Administrator, 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 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.

### **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 724-3077. 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 724-3077.

### **Equal Educational 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 724-3077.

### **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:

1. 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.

### **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 a disability 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).

### **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 offices or the board office. The completed form should be submitted to the building principal.