WILLIAMSTOWN
JR./SR. HIGH SCHOOL

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WILLIAMSTOWN, KENTUCKY 41097
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2015 - 2016

STUDENT HANDBOOK AND DISCIPLINE CODE

Mrs. Brandy Feagan, Principal
Mr. Todd Dupin, Assistant Principal
Mrs. Caryn Scheiding, School Counselor

This Planner Belongs To:
Name:_________________________________
Address:_________________________________
City:_________________________ Zip:___________
Phone:______________________________
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SECTION 1: GENERAL INFORMATION

2015-2016 IMPORTANT DATES
School Calendar

August 12 ................................................................. Opening Day-Staff
August 13 .............................................................. First Day-Students
September 7 .......................................................... Labor Day – No School
October 8 & 9 .......................................................... Fall Break – No School
November 2 & 3 ...................................................... Election Day – No School
November 25 - 27 .................................................... Thanksgiving Break – No School
December 21 – January 1 ......................................... Winter Break – No School
January 4 ............................................................... Classes Resume
January 18 ............................................................. Martin Luther King, Jr. Day – No School
February 15 & 16 .................................................... Presidents Day – No School
April 4 - 8 ................................................................. Spring Break – No School
April 11 ................................................................. Classes Resume
May 17 ................................................................. Election Day – No School
May 20 ............................................................... Last Day for Students
May 23 ................................................................. Closing Day for Staff

Early Release Dates (Dismiss @ 12:55): Sept. 23, Oct. 21, Jan. 27 & Mar. 9

Snow Day Make-ups: May 23, 24, 25, Feb. 16, May 26, 27, Feb. 15, May 31, June 1, 2

Report Cards/Mid-terms

August 13 – October 14 ........................................ First Nine Weeks
October 15 – December 18 ...................................... Second Nine Weeks
January 4 – March 9 ............................................... Third Nine Weeks
March 10 – May 20 ................................................ Fourth Nine Weeks

September 15 ........................................................ First Mid-Term
November 17 ........................................................ Second Mid-Term
February 5 ............................................................. Third Mid-Term
April 19 ............................................................. Fourth Mid-Term

*Please note that we no longer mail out report cards or midterm progress reports. All reports will be printed and handed to students at school, and it will be the students’ responsibility to take the reports home to be shared with parents.

End-of-Year Dates

April 30 ................................................................. Junior/Senior Prom
May 10 ................................................................. Middle School Honors Night
May 12 ................................................................. High School Honors Night
May 15 ................................................................. Senior Baccalaureate Service
May 17 ................................................................. Senior Class Night
May 19 ................................................................. Senior Breakfast
May 20 ................................................................. Senior Graduation

*Dates are subject to change due to snow days or scheduling conflicts. Alternate dates will be communicated by the administration via the school website. Graduation date is contingent upon approval by the Board of Education.
PRINCIPAL’S MESSAGE

Dear Students and Parents/Guardians,

The 2015-2016 school year is sure to be one of the best yet at Williamstown! We continue to move in a positive direction, adding more academic and extracurricular programs, as well as revising the curriculum to meet students’ academic needs.

Please be sure to read through the contents of this Student Handbook and Discipline Code, and sign and return the acknowledgement form on the last page. It is an important responsibility that all students, as well as parents and guardians, are aware of the policies and procedures set forth by our school, along with the student and parent/guardian rights and responsibilities.

I look forward to a 2015-2016 school year full of learning, school spirit, and student success!

Sincerely,
Mrs. Brandy Feagan
Principal

MISSION/BELIEF STATEMENTS

We, the staff of Williamstown Jr./Sr. High School, believe our mission is to establish a secure environment and create a strong foundation for life-long learning by guiding, nurturing, and challenging each student to reach their potential in a rapidly changing and complex technical society.

We believe....
• All students have the potential to learn at high levels.
• We have the responsibility to provide the environment for students to reach that potential.
• We should help foster a love of life-long learning.
• Students and staff should feel secure in the school environment.

Positive Behavior & Intervention System Mission:
To ensure consistent and positive expectations for all citizens of the school community.
ROLE OF THE BOARD OF EDUCATION
The Williamstown Board of Education is a policy making body which is responsible for the general control and management of the Williamstown School District. The Board of Education has regularly scheduled meetings on the 2nd Monday of each month at 6:00 pm in the District Office. All visitors are welcome to attend.

Among the other important duties, the Board is responsible for the following:
- Establish schools, acquire sites, and erect buildings
- Adopt courses of study
- Provide necessary services to pupils
- Manage all schools funds and property
- Make appropriate rules, regulations, and bylaws
- Appoint the superintendent
- Take necessary action to secure the levying of needed taxes
- Assess student progress
- Plan for future needs

ROLE OF THE WILLIAMSTOWN JR./SR. HIGH SCHOOL SITE-BASED DECISION-MAKING COUNCIL (SBDM)
It is the responsibility of the SBDM Council to set school policy consistent with the district board policy, which shall provide an environment to enhance the student’s achievement and help the school meet the goals established by KRS 158.645 and 158.6451. The Williamstown Jr./Sr. High School SBDM Council meets each month prior to the regular Board of Education meeting.

VISITORS
Williamstown Jr./Sr. High School welcomes and encourages visitors. Each visitor shall be required to get authorization for his/her presence in the building from the Principal’s office. Teachers should not see parents, salesmen, or anyone else, unless the visitor shows a pass from the office. Classroom visitors will be limited to planning times only. Exceptions will include guest speakers and family emergencies. To preserve instructional time, teachers may request visitors to schedule a return visit to avoid disruption of class time.

CLOSING OF SCHOOL
In the event of extreme weather conditions, students should listen to any of the four Cincinnati television stations (Ch 5, 9, 12 or 19) or the Dry Ridge radio station WNKR (106.7) for school closing reports. All Williamstown families will also be contacted via the district’s automated calling system. Please ensure your contact information is accurate with the principal’s office to ensure that you receive all phone messages.
SECTION 2: ATTENDANCE

The Williamstown Board of Education and the Williamstown Jr./Sr. High School Administration and Staff believe that attendance at school is vital to a student’s educational development. Forming good attendance habits will be a significant factor when attaining successful employment. Employers demand employees who possess a strong work ethic. Punctuality, good attendance, responsibility, and self-discipline are the key elements. We believe that part of our mission is to teach and model a strong work ethic. Exemplary attendance, therefore, is expected and required of all students. The regulations below are also designed to improve the academic performance of students through regular attendance.

ABSENCES
When a student must be absent from school, it is the student’s responsibility to provide school officials with a note from parents or doctors on the day the student returns to school.

The note must:
1. Be written and signed by the student’s parent/guardian or physician.
2. Include the date the note was written.
3. List the date(s) of the absence(s).
4. Include the home and/or parent/guardian work phone number.
5. State the reason for the absence.

ADMISSIONS AND ATTENDANCE
RESIDENCE DEFINED
Pupils who live with their parent/guardian(s) who are residents of the school district, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District’s schools. All other pupils shall be classified as nonresidents for school purposes.¹

NONRESIDENT STUDENTS
All nonresident pupils may be admitted to the District’s schools in accordance with Board policy and upon approval of the Superintendent.²

To continue enrollment in the District’s schools, all nonresident students shall be required to meet the following conditions:
1. The student shall comply with the District’s attendance policy;
2. The student shall show appropriate academic progress as determined by his/her teachers and the Principal; and
3. The student shall comply with the District’s Student Code of Conduct.

EXPELLED/CONVICTED STUDENTS
The parent, guardian, Principal, or other person/agency responsible for the
student shall provide to the school, prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs. (Assault shall mean any physical assault, including sexual assault.)

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.  

HOMELESS CHILDREN AND YOUTH
The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have met their needs and eliminate barriers to school attendance. These guidelines shall emphasize the rights of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficiency).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth.

ATTENDANCE DEFINED
According to State regulations (702 KAR 7:125), full-day & half-day absences and am/pm tardiness are determined by the total number of minutes a student is present at school. The following is an explanation of the process.

Late Arrival
AM Tardy: Student signs in to school before 10:23
Half-Day Absence: Student signs in to school between 10:23 and 1:48
Full-Day Absence: Student signs in to school after 1:48 or does not attend at all

Early Dismissal
PM Tardy: Student signs out of school after 12:29
Half-Day Absence: Student signs out of school between 9:04 and 12:29
Full-Day Absence: Student signs out of school before 9:03
EARLY DISMISSAL
Students requiring early dismissal from school must bring a note and present it to the office personnel before first period. Because of the volume of calls to the office before and during school, parents are encouraged to send notes, except in unforeseen or emergency circumstances. The person picking up the student from school shall report to the principal’s office before departure, and must be noted as approved by the parent/guardian to pick up the student on the family pick-up list. The individual picking up the student may be asked to show proper identification before the student may be released. Students are required to be “signed out” at the office prior to departure. Students who return to school before the end of the day are required to “sign in” immediately. Parents and students are reminded that time on the task of learning is very important. Students are expected to request early dismissal only when it is absolutely necessary. In order to receive an early dismissal a student must bring a note from home starting:

1. the reason for the early dismissal
2. a phone number where the parents/guardians can be reached
3. the time of departure from school
4. with whom the student is leaving

Approval for early dismissal from school must be given by the principal or his/her designee. Early dismissals needed after school begins are to be approved in the office by the principal or his/her designee.

Any student who leaves the school grounds without permission from the principal and or his/her designee shall be considered “skipping” and will be subject to appropriate disciplinary action.

EXCEPTIONS / ABSENCES FOR VACATIONS
Parents/Guardians who feel that they have an extraordinary circumstance that does not seem to fit within the current attendance guidelines may petition the administration in writing for a waiver. The administration, in rare cases, may make exceptions that are in the best interest of the student.

The regular school calendar allows students to be off during the summer months as well as holidays, various breaks, and teacher professional development days. Therefore, absences for family vacations when school is in session will be recorded as “unexcused.” Since classroom time is a high correlate for learning, parents are strongly encouraged to plan vacations around the school calendar.

Parents who feel they have extraordinary circumstances or still desire to take family vacations while school is in session must complete the appropriate Educational Enhancement Opportunity (EEO) form, which is available on the school website. The form must be submitted to the school principal at least five (5) days prior to the expected absence. The administration will consider the student’s prior attendance, discipline, and grades in
determining whether to excuse the absences. Parents are required to contact the front office to determine whether or not the EEO has been approved (it is not the school’s responsibility to contact the parent/guardian in this instance).

**READMISSION TO CLASSES**

In order for students to be admitted to classes upon return to school, they must receive an “Admit to Class” form from the appropriate school official.

The office will determine if the absence is “excused” or “unexcused”. An excused absence is defined as:

1. Death or severe illness in the student’s family.
2. Illness of the student – illness being defined as a health hazard, making school attendance a threat to the health of the student or others at school. A doctor’s statement is required after three (3) consecutive absences.
3. Court appearance as a result of a subpoena.
4. Participation in school-related activities approved by the principal.
5. Other emergency circumstances as determined by the principal.
6. Absences of extraordinary circumstances, which do not fall within the above guidelines, must have prior approval from the principal to be recorded as an “excused” absence.

An excused absence will be granted for the above scenarios with the presentation of a note from the student’s parent/guardian. Each student will be permitted the use of five (5) days of “parent notes” per year. Each note will excuse one (1) day of absence, whether the absence consists of a full day or only part of the day. (For example, a student cannot add up hours from several days to equal one day.) One parent note, whether it is for a full day absence or a partial day absence, constitutes one of the five parent notes per year.

If the office and/or principal determines the student has been absent five (5) days per year for the above 6 reasons, the principal will require the student to submit a statement from a physician, dentist, court official, etc... before further “excused” absences will be granted. In an attempt to encourage good attendance, students having no absences may be included in periodic reward celebration. Students with unexcused absences are subject to various consequences, which are explained below.

Despite obtaining notes from a physician, dentist, etc..., a student can accumulate excessive absences. If a student reaches five (5) consecutive or ten (10) total excused absences, with or without notes from a physician, the student may be asked to meet with the school principal and/or Director of Pupil Personnel to determine if Homebound Instruction is necessary or to determine if such absences must be reported to the County Attorney.

An absence will be considered *unexcused* if:

1. There is no acceptable reason for the absence.
2. The note does not contain all of the information required.
3. The note is not presented to the office within 2 days after the absence.

Students with unexcused absences will be subject to the following consequences:

- 1st Offense: 1 day of detention after school
- 2nd Offense: 2 days of detention after school
- 3rd Offense: 1 day of Friday detention
  - According to Board Policy and Kentucky State law 159.150: Any child who has been absent for three (3) or more days, or tardy on three (3) or more days is a truant, and a truancy letter must be sent to parent/guardian.
- 4th Offense: Saturday School (8:00 a.m. – 11:00 a.m.).
- 5th Offense: 2 Days of Saturday School (8:00 a.m. - 11:00 a.m.). In addition, a parent conference and/or home visit with Director of Pupil Personnel or his designee will occur.
- 6th Offense: The student and parent/guardian will be cited to the court under the provisions of KRS 600.020.24 as a “habitual truant”. The student’s parent/guardian may also be subject to court action. Students who are persistent violators of the attendance rules will continue to be cited to the court under the provisions of KRS 600.020(24). The principal, at his/her discretion, may invoke a variety of measures within school policy to remedy serious attendance problems, including but not limited to, additional detentions, revoked privileges (involvement in activities, driving, etc.), and any other consequence deemed relevant.

Students eighteen (18) years of age or older, who have habitual unexcused absences, tardies, or early dismissals may be subject to expulsion.

Attendance at school is required of all students planning to attend any school-sponsored function before, during, or after school hours. Students wishing to attend and/or participate in athletic events, concerts, plays, dances, etc... must be in attendance at least one half day on the day of or the day before the event (ie. Weekend games/dances, etc...).

TARDINESS
Tardiness is NOT tolerated in the Williamstown School. Williamstown Jr./Sr. High School is dedicated to teaching and modeling a strong work ethic. Being on time is essential when students make the transition from school to the world of work. Tardiness is also disruptive to the routine of the school.

Tardy to School
If a student arrives to school late or leaves early, a note is required from home that contains the following information:

- The student’s name and the date the note was written.
Students who are tardy to school must acquire an “Admit to Class” form from the appropriate school official. Students who are tardy are not to be admitted to class without an “Admit to Class” form signed by the principal or his/her designee. **Tardies may be excused with a note from a parent/guardian only two (2) times per semester.** Tardy notes must be presented to the office within 1 day after the tardy has occurred.

Students with “unexcused” tardies will be subject to the following consequences:

1. **1st Offense – 4th Offense:** One (1) day detention after school.
2. **5th Offense:** Assigned a Friday Detention
3. **6th Offense:** Assigned a Saturday School (8:00am – 11:00am on the Saturday assigned)
4. **Additional Offenses:** Assigned 2 Saturday Schools per offense

   After the third offense, student drivers **may lose their driving privilege for five (5) days.** Repeated offenses may cause a complete loss of the privilege of driving to school. A conference may be held with the parent or guardian. The parent and the school will work out an acceptable plan to remedy the problem. Students with persistent problems with tardiness will be reported to the court under the provision of KRS 600.020(24). Students who fail to comply with these rules may be subject to suspension or expulsion.

According to KRS 159.150, unexcused tardies are included in the definition of truancy. For the purposes of this policy, three (3) unexcused tardies will be considered the equivalent of one (1) unexcused absence.

**Tardy to Class**

Students who arrive late to class will be considered tardy. Any student who is late to class for more than five minutes will be considered “skipping,” and a discipline referral will be completed. Tardies will be recorded by individual teachers and the following actions will take place:

1. **1st Offense – 3rd Offense:** Verbal Warning
2. **4th Offense:** Call Home to Parent/Guardian
3. **5th Offense:** Discipline Referral; Administrator-assigned consequence

   *Any additional offenses will require a discipline referral upon each offense, and an administrator will assign an appropriate consequence, which may or may not include a parent conference, a behavior contract, after school detention, Friday detention, and/or Saturday School.*

**ACTIVITY/GRADUATION ATTENDANCE POLICY**

Students wishing to attend special school-related activities/programs must be in good standing with the school (academic, behavioral, attendance, and
Students who have had any charges filed on them from the school (including but not limited to Beyond Control of School or Truancy charges) may not attend or participate in any school-related events for the remainder of the year. Students and parents are responsible for determining whether or not a student meets the criteria for attending school-related activities and events. Students must meet the following criteria to participate in activities/programs:

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<th>ATTENDANCE</th>
<th>BEHAVIOR</th>
<th>GRADES</th>
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<td>3 or More Discipline Referrals</td>
<td>2 or More Failed Course for the year</td>
<td>Any outstanding debts</td>
</tr>
<tr>
<td>Homecoming Dance &amp; or Participation in Homecoming Court</td>
<td>3 or More Unexcused Absences*</td>
<td>3 or More Discipline Referrals</td>
<td>2 or More Failed Course for the year</td>
<td>Any outstanding debts</td>
</tr>
<tr>
<td>High School Prom / Middle School Formal or Semi- Formal</td>
<td>6 or More Unexcused Absences*</td>
<td>5 or More Discipline Referrals</td>
<td>2 or More Failed Course for the year</td>
<td>Any outstanding debts</td>
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<tr>
<td>Senior Breakfast / Class Night / Field Day</td>
<td>6 or More Unexcused Absences*</td>
<td>5 or More Discipline Referrals</td>
<td>1 or More Graduation Requirements</td>
<td>Any outstanding debts</td>
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<td>Graduation (Seniors)</td>
<td>6 or More Unexcused Absences*</td>
<td>5 or More Discipline Referrals</td>
<td>1 or More Graduation Requirements</td>
<td>Any outstanding debts</td>
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<td>Project Graduation (Seniors &amp; Guests)</td>
<td>6 or More Unexcused Absences*</td>
<td>5 or More Discipline Referrals</td>
<td>1 or More Graduation Requirements</td>
<td>Any outstanding debts</td>
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*Please note that three unexcused tardies will be considered the equivalent of one unexcused absence, per KRS 159.150.

**School administrators may consider extenuating circumstances on a case-by-case basis. Any appeals must be made in writing or via email to the principal at least two weeks prior to a scheduled event that a student wishes to attend.
SECTION 3: STUDENT HANDBOOK

ADVANCED PLACEMENT & HONORS COURSES

Students are encouraged to and have the opportunity to take many Advanced Placement courses through Williamstown HS. For all advanced placement course prerequisites, refer to the Williamstown HS Course Description manual. All students who enroll in AP courses will be required to pay the exam fee at the beginning of the school year. Students taking AP courses are required to take the AP exam for that course at the end of the school year. Students may also request to take an AP exam for a course that he/she is not enrolled through the school year. All such requests should be made to the guidance office in a timely manner (before Winter break in December) in order to secure the appropriate testing materials. More information on this policy can be found in the SBDM Policy Manual.

ANNUAL NOTIFICATION OF PARENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making a request to the principal or school counselor of each school. This right shall be passed to the student at age 18.

Written policies have been developed to describe the following: 1) the types and locations of the records; 2) the specific procedures available to parents for the review of records; 3) the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child; and 4) the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or of the superintendent.

In accordance with federal regulations concerning the release and transfer of education records, it is the policy of the school district to forward education records on request of the school in which a student seeks or intends to enroll. Parents may obtain copies of the records transferred and may also have the opportunity for a hearing. Directory information may be released by the schools for individual students, unless the parent/guardian gives specific instructions not to do so, which must be presented in writing to the principal or Superintendent on or before September 15th of each year. Directory information shall include the student’s name, address, telephone number, date and place of birth, attendance, degrees and awards received, and the most recent education institution attended by the student.

Parents shall have the right to file complaints to the Family Education Rights and Privacy Act concerning any alleged failures of the district to comply with this act. Parents of a child who has graduated or otherwise left the district and who has formerly enrolled in a program for exceptional children may request the destruction of any personal identifiable information in the education record of their child which was collected, maintained, or used for
the identification, evaluation, or placement of the exceptional child. Such request should be addressed in writing to the principal or superintendent. Sec. 9.27

**ATTIRE AND GROOMING REGULATIONS**
The school administration and teachers encourage all students to dress in a fashion that reflects taste and style appropriate for a school day. Just as students will be expected to follow a dress code when they obtain employment, students are expected to abide by the school dress code. Students will be asked to change or fix their attire if it is not in compliance with the following regulations:

1. Clothing shall not be excessively soiled, torn or ragged. Pants with holes higher than length of a school staff badge above the knee are not acceptable, unless those holes are patched from either the inside or outside of the material.
2. Clothing shall not display vulgar writing or symbols, racially discriminatory material, sexual references, or any other wording or graphics deemed inappropriate for school.
3. All dresses/skirts/shorts must be no shorter than the length of a school staff badge placed above the knee. Such dresses/skirts/shorts must not be excessively revealing when a student is in a seated position.
4. Clothing shall not be excessively revealing. Examples: short skirts or shorts, sleeveless shirts with shoulders less than the width of a school staff badge, loosely fitting and/or low cut tops (lower than the length of a school staff badge when placed at the bottom of the neck), see-through shirts without a dress code approved shirt underneath, shirts with the sides/sleeves cut out exposing the midriff (even if there is a shirt underneath), shirts which expose the midriff in any way, and tight pants, yoga pants, or leggings not covered with a long shirt, tunic, or dress.
5. Clothing shall not contain alcohol, tobacco, or controlled substances advertisements or references.
6. Pajamas, house slippers, hats, caps, chains, trench coats, and/or sunglasses will not be worn in the building during school.
7. Piercings other than in the ear and small nose studs will not be allowed. Wearing of clear "retainers" only to maintain other piercings is acceptable. Jewelry must not be hazardous to the wearer or other persons coming in contact with them.
8. Hair must be well groomed. Extreme hairstyles, hair colors, and fads that would interfere with or disrupt the educational environment are prohibited.
9. Pants must be worn at the waist. No sagging is permitted.
10. Any other apparel which is determined to be unacceptable or distracting to the educational process.
AUTOMOBILES
Students who have a valid driver’s license and have paid all fees are eligible to drive to school. Students must apply for a driving permit from the Principal’s office. The application must include acknowledgement of all driving rules signed by the student and parent/guardian. All permits are kept on file in the Principal’s office. The following is expected of students driving to school:

1. Students must park their vehicles and enter the school upon arriving on school grounds (students are not permitted to loiter in the parking lot area, either before or after school).
2. Cars must be parked in the student’s assigned parking space. Any student who does not abide by this rule may have their driving privileges revoked or their vehicle towed.
3. Student drivers entering or leaving the school grounds are expected to do so in an orderly manner. Poor driving habits, reckless driving, or failure to adhere to the afternoon dismissal procedures will not be tolerated and appropriate disciplinary consequences will be assigned.
4. Excessive unexcused absences, tardiness by drivers or student passengers, poor academic performance, and excessive behavior referrals will not be tolerated.
5. Student drivers may not return to their cars or leave the school grounds during the school day without the permission of the Principal or his/her designee.
6. Failure to follow established rules and procedures for driving to school may result in loss of driving privileges.

NO PASS-NO DRIVE STATE LAW
The No Pass/No Drive law (KRS 159.051) was passed during the 2007 legislative session and affects every public and private school in Kentucky (including home school students). The law states that schools will use academic and attendance data from the previous semester of the current school year to determine whether 16 and 17-year-old students are compliant with the law. If deemed noncompliant, the student’s driver’s license is revoked (this process occurs on a web portal that directly connects schools to the Kentucky Department of Transportation). In the case of a first time application for a learning permit, the paper form required to apply for the permit will not be completed and issued by the school. If the student is compliant for an entire semester, then the permit or license can be reinstated.

Prior to taking the driver license permit test, students need to obtain the proper verification form from the Guidance Office. Verification is based on the final grades and attendance from the most recently completed semester. The form is valid for sixty (60) days. Students will be granted ½ day excused absence for a drivers’ permit or license test.
CHEATING/PLAGIARISM
Any student caught cheating or plagiarizing in any form may receive a “zero” for the assignment and/or an appropriate consequence from the classroom teacher or administration. Any additional offenses of cheating or plagiarism in the same class may result in an “F” for the current 9 week grading period, upon administrative review.

COMPLAINT OR CONCERN
If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:
   1. Contact the person with whom you have a complaint to discuss both sides of the story.
   2. If the problem still exists, contact the Principal.
   3. If still unresolved, contact the Superintendent.
   4. Finally, if unresolved, ask the Superintendent to place a complaint on the following month’s Board of Education agenda for further discussion.

COUNSELING SERVICES
Williamstown Jr./Sr. High School offers full-time guidance services to students. The purpose of the guidance program is assist students, families, and teachers in making the educational process as effective as possible.

School counselors are trained to assist students with career, academic, personal, and social issues. Certain personal information shared with the counselor is kept private and confidential and will not be shared without the student’s permission. However, a counselor must report the following: (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted, or perpetrated criminal activity; or (5) situations involving a clear and present danger to the student or another person. The Kentucky Privileged Communication Law requires the counselor to keep certain information confidential, unless one of the legal exceptions applies, or unless the student and the parent/legal guardian give written permission for the counselor to release information.

Other counseling services include career exploration, crisis intervention, academic testing, post-secondary planning, referrals, and coordination with agencies and professionals outside the school setting. Different programs are used, such as “QPR” (Question, Persuade, Refer) and the “SOS” program (Signs of Suicide). Through these programs, students learn how to react during a crisis situation.

The Williamstown Independent Schools also contract with licensed child psychologists to serve our students during the school day. These services are free of charge and are available to all students with consent from parents/guardians. Applications, release of information forms, and consent forms are available in the guidance office or the FRYSC office.
**COURSE CREDIT**

Course credit will be determined at the end of the school year or upon completion of an approved course program. Final grades will be determined and credits will be awarded if the average of both semester grades is 68% or higher. If a student does not earn a 68% average or higher, he/she must complete credit recovery through an approved program, complete required coursework during ESS Summer Session (Pending the student meets all requirements of ESS Summer Session policy), or retake the entire course at Williamstown. Students will not be awarded half credits. Grades of semester-long courses will be averaged to determine pass/fail status at the end of the year.

**COURSE SELECTION**

Students in grades 6 – 8 are provided the opportunity to complete a course selection form to request elective courses in addition to the four core courses (English, Math, Science & Social Studies). Students may earn high school elective credits for taking Spanish I or Algebra I in the 8th grade, as long as the student maintains a minimum average of 85% in the class. Middle School elective classes are subject to change due to numbers and staffing allocations.

Students in grades 9 – 12 are provided the opportunity to complete a course selection form to request all of their desired courses. Upon completion of the course selection form, the High School Guidance Counselor will meet with students to discuss course selections and devise a four-year plan of desired courses and post-secondary options. Every attempt will be made to meet students’ course requests; however, courses are subject to availability based on numbers and staffing allocations.

Students may request class changes, but these must be done in writing through the Guidance Office. All requests must be made within the first ten (10) school days, and may be fulfilled based on class size and availability. Students enrolled in courses outside of the regular master schedule, but still receiving credits toward graduation, shall not withdraw from these classes without prior approval from the administration (ie. vocational courses, correspondence or virtual courses, etc.). Students enrolled in dual-credit college courses (ie, NKU, Gateway CTC, etc.) shall remain enrolled in classes through both semesters unless removed from the classes by the outside institution.

**CREDIT RECOVERY OPTIONS**

Students with an extensive amount of missing and/or failing work from current/previous grade terms may recover credit through a designated plan, as determined by the administration. This plan may also include make-up work for individual assignments, as determined by the classroom teacher. Both the student and his or her parent/guardian must carefully read, follow,
and sign a contract that describes the terms of the program designed for the student.

**COLLEGE-LEVEL/DUAL CREDIT/DUAL ENROLLMENT COURSES POLICY**

College-level courses are defined as courses that are taken at an off-campus post-secondary institution and include dual credit, post-secondary, career & technical, vocational school, or other designated post-secondary courses.

Qualified eleventh and twelfth grade students have the opportunity to enroll in college-level courses outside of the regular offerings of Williamstown High School through approved post-secondary institutions. Students wishing to take dual credit courses at any educational institution outside of WHS must have prior approval from school administration on or before August 1st of the school year in which the students intend to take courses.

Students must meet all admissions requirements (including deadlines) set forth by the attending institution, and must abide by all rules, procedures, and policies set forth by the attending institution AND Williamstown High School while enrolled in such courses.

Each 3-hour credit course for which a student is enrolled at an approved post-secondary institution shall count toward one high school credit and one class period at WHS. Students enrolled in college-level courses may not leave the building before their approved time, unless alternate approval is granted by administration. Students who leave school before their designated, approved time will be considered as “skipping school,” which will result in a behavior referral, as well as an unexcused absence/tardy.

Due to safety and security, students who sign out of the WHS building early to attend post-secondary institutions are required to leave school grounds at the designated time. Students who are found inside the school building or on school grounds after their designated sign-out time will be subject to dismissal from their dual credit/post-secondary courses and placement into WHS courses. Should a student request to remain on campus for any given day or time frame, he/she must receive written approval from a school staff member who is willing to take responsibility for that student. The student must present this written approval to the front office administrative staff so that the student’s whereabouts are made clear.

Students and parents/guardians are responsible for monitoring students’ grades through the post-secondary institution. The quarterly and final grades reported from the post-secondary institution will be reported on the high school and college transcript, and will be calculated into the student’s term GPA and cumulative GPA at WHS (no exceptions). WHS/The Williamstown Independent School District is not responsible for decisions made by an outside agency regarding grades, behavior, attendance, or other
issues. However, school administrators may take appropriate disciplinary action against a student taking said courses if deemed necessary.

Students who leave campus for college-level classes must sign out in the designated area and are responsible for their own transportation. WHS/The Williamstown Independent School District is not responsible for providing transportation to or from said classes, and cannot be held liable for any accidents (transportation or otherwise).

Students enrolled in courses outside of the regular master schedule, but still receiving credits toward graduation, shall not withdraw from these classes without prior approval from administration. Students enrolled in college-level courses shall remain enrolled in those courses through both semesters unless removed by the outside institution or school administration. Any student who drops a class or is removed from an outside agency without the approval and/or knowledge of WHS administration will be placed into an available class at WHS and will be required to attend that class and participate fully. Further, the student will earn a grade for the class, and said grade will be reflected in the student’s GPA and on the student’s final transcript.

The WISE Trust Fund and the Williamstown Board of Education often assist students and their families in paying the tuition for certain dual credit/post-secondary courses. However, this assistance is NOT guaranteed, and therefore all families are responsible for making required tuition payments directly to the post-secondary institution, unless otherwise stated. In addition, parents/guardians are required to pay the cost of all textbooks, materials, lab fees, extra fees, or other supplies. Families who need financial assistance are encouraged to visit the KHEAA website and apply for the Mary Jo Young Scholarship and/or to speak with their school counselor. If a student is removed from enrollment at a post-secondary institution due to not paying tuition or for some other financial hardship, the student will be placed into an available class at WHS and will be required to attend that class and participate fully. Further, the student will earn a grade for the class, and said grade will be reflected in the student’s GPA and on the student’s final transcript.

**ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Extracurricular activities include but are not limited to athletics, cheerleading, band, choir, academic team, club activities, reward field trips, and drama/plays.

Academic eligibility for participation in extracurricular activities is determined as follows: (KHSAA Bylaw 5 – Minimum Academic Requirements)
1. Any students participating in extracurricular activities must maintain a grade point average of 75% and must pass 5 out of 6 classes. Grades reported are the current grade of the current grading period for each class.
2. The average grade (75%) will be determined by combining the grades earned in all subjects in which a student is enrolled.
3. Grades will be checked weekly, on Monday at 2:00pm. If school is not in session on Monday, grades will be checked at 2:00pm of the first available day after returning to school. If a student is not eligible to participate with their team/program, neither the student, NOR the coach/sponsor may approach a teacher requesting an immediate update of grades for late or missing assignments so that the student can be eligible by 2:00pm. Should this take place, administrators may take appropriate disciplinary action against the offending student and/or staff member.
4. Any student who is found to be ineligible shall not participate in any extracurricular activities, including practice, until the following Monday provided they have met the academic eligibility requirement (#1 above).
5. Students must attend, but may not participate, in an extracurricular activity between Mondays, if determined ineligible by their instructor, sponsor/coach, or administration. If the ineligible student does not attend team events during the ineligibility period, he or she will be subject to disciplinary action, including but not limited to dismissal from the team/program, to be determined by the coach/sponsor. The only exception will be if an error in reporting by a teacher or the failure of a teacher to report in a timely manner is identified.
6. All participants who are deemed ineligible will be assigned to mandatory study sessions during their week of ineligibility. The coach/sponsor will be responsible for providing/arranging opportunities for study sessions and/or may institute mandatory team/organization study sessions.
7. All participants must attend school at least one half day on the day of scheduled events in order to participate. On scheduled weekend events, participants must attend at least one half day on Friday in order to participate. The same shall be true for any break in the school year (Fall Break, Winter Break, Spring Break, etc.) unless prior approval is granted by administration.
8. Appropriate behavior in and out of school is expected of all students involved in extracurricular activities. Should a behavioral issue occur, the administration may revoke the privilege of participation.

Annual Review of Academic Eligibility: All students must maintain their current class/grade-level status (middle school or high school) in order to participate in extracurricular activities. If a student is not promoted to the appropriate grade upon completion of the school year and/or summer school, that student will not be eligible to participate in extracurricular activities for the second year in the same grade. For example, if a 7th grade student is not promoted to the 8th grade, he/she will not be eligible to participate in any extra-curricular activity the second year enrolled in the same grade. If the student successfully completes the 7th grade and is
promoted to the 8th grade during the second year, he/she may participate in an extra-curricular activity. Extenuating circumstances may be reviewed and an alternate decision determined by administration.

EMERGENCY AND SAFETY DRILLS
All emergency and safety drills will be conducted in compliance with Senate Bill 8/House Bill 354. Refer to the Emergency Management Plan Policy for additional information.

EXAMS
All Williamstown Jr./Sr. High School students will participate in Midterm and End-of-Year Exams (ie. Final Exams and End-of-Course Assessments, etc.). All exams will be taken on the designated exam days. All make-up exams will be taken during the subsequent break or during ESS sessions outside of the regular school day (students may NOT take a midterm or final exam early, under any circumstance). Extra-curricular events and practices will be limited to one hour on the day prior to any midterm or final exam (exclusions include post-season athletic events such as District, Regional, or State level events).

FOOD, CANDY AND DRINKS
Food, candy, and plain bottled water are only to be brought to school by students for consumption during a regular class period at the discretion of the classroom teacher, including special projects that have been scheduled by the instructor and pre-approved by the Principal's office. Teachers have the right to ask students to put away any food, candy, or drinks in the classroom. Failure to comply may result in a behavior referral for the student.

FOOD SERVICE
We are pleased to inform you that Williamstown Independent Schools will be participating in the National School Lunch and School Breakfast Program’s Community Eligibility Provision (CEP).

What does this mean for you?
All enrolled students at Williamstown Independent Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the school year.

We understand that students don’t always like a particular lunch or they wish to get something extra. With that, students must have money in their cafeteria account or money in hand to purchase an additional item. NO ONE will be permitted to charge any items in the cafeteria with the new lunch program.

Students, parents and staff are encouraged to “pay as you go” or prepay for items in the cafeteria. To prepay, you can go online using the Parent Portal
via our website through Infinite Campus, write a check for the amount you would like to prepay, then deliver or mail the prepayment to the school, to the attention of the cafeteria.

In accordance with the National School Breakfast/Lunch Program, and current federal and state regulations and local board policies, no restaurant or fast food items are permitted into the cafeteria during the school day. All food that is consumed at school must be purchased in the cafeteria or packed in the lunch from home.

GRADING SYSTEM
Grading reports will be sent home with students four times per year. For grades 6-12 the standards for grading are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>94-100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>85-93</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>76-84</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>68-75</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>67 or Below</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS
Graduation requirements are in compliance with State Administrative Regulation (704 KAR 3:305), which includes the following:

A minimum of 22 credits is required for graduation from Williamstown High School. Included in the total credit requirements are the following areas:

- English (4 Credits Required): English 9, 10, 11, & 12, in succession
- Math (3 Credits Required): Algebra I, Algebra II & Geometry required
  *In addition, students must take a math course each year of high school.*
- Science (3 Credits Required): Introduction to Physics with Earth & Space Science, Life Science/Biology are required, plus one additional science credit that includes a lab.
- Social Studies (3 Credits Required): Integrated Social Studies, World Civilizations, & US History required
- Health & Physical Education (1/2 Credit in each required)
- Arts & Humanities (1 Credit Required)
- Electives (7+ Credits): Academic & Career Interest Standards-based Learning Experiences
  *Pre-college curriculum also includes two credits in the same foreign language.*

In addition to the academic requirements listed above, students who wish to graduate from Williamstown Jr./Sr. High School must complete the following:

- Demonstrate Performance-based Technology Competency
• Complete Individual Learning Plan (ILP) with a 100%
• Earn a 75% or higher on the WHS Senior Exit Project

Further explanation of graduation requirements and course prerequisites can be found in the Course Description Manual located in the Guidance Office and on the Guidance web page. Seniors who are not on track for graduation by the end of the school year may not participate in any end-of-year Senior activities until they have completed all required coursework and met all graduation requirements. These students will remain in regular classes to complete the required credits for graduation.

Seniors graduating with cumulative GPA of 3.5 – 4.0 will be recognized at the commencement ceremony with “honors”. The Valedictorian and Salutatorian awards will be determined as described in the Academic Honors Policy.

HONOR ROLL REQUIREMENT
A student must maintain a course grade of 94% or higher in each of his/her classes to be on the “A” Honor Roll. To make the “A/B” Honor Roll, a student must maintain a course grade of 85% or higher in each class.

INSURANCE
The school/district is not solely responsible for hospital or doctor bills due to accidents or illness while at school or on school grounds. Parents may purchase an optional insurance policy through the school’s carrier at their own expense. The district does offer a secondary liability insurance policy for injuries suffered during a school-sponsored event. Students/parents are responsible for submitting a claim form and bills/statements to the carrier. Claim forms can be obtained from the Jr./Sr. High School office, the Nurse’s Office, or the Athletic Director.

LOCKERS
Each student in grades 6 - 12 will be issued a locker and a lock. Students must use only the school-issued lock on the locker. All lockers, locks, and combinations are not to be shared. Students are charged a $2.00 lock rental fee, which is included in the instructional fees. Students will be charged $5.00 for lost locks. The school is not responsible for lost items and/or items stolen from lockers.

MAKE-UP WORK
Students absent from school are responsible for obtaining and completing all work missed while they were absent. Students will have one day for each school day missed in order to turn in all missing assignments. If assignments are not turned in by that time, the student may earn a lowered grade or a zero on the assignment, at the teacher’s discretion. All missed exams, tests, quizzes, etc... must be taken outside of regular school hours. Further, students will have up to one week to make up any exams, tests, or
quizzes; if the exam, test, or quiz is not made up within one week, the student may earn a lowered grade or a zero on the assignment, at the teacher’s discretion. If excessive missing work has caused a student to fail any course during the current/previous term, the Credit Recovery Policy will take effect.

ONLINE/DISTANCE LEARNING POLICY
In order to provide students with rigorous and challenging curriculum choices, in addition to those offered on the master schedule, SBDM approves students taking courses online and/or through accredited distance learning programs. However, SBDM will review for approval any other online and/or distance learning options submitted by parents/guardians and students. In accordance with KRS 158.622(3), Williamstown High School:

A. Accepts for credit toward graduation any course a student completes online or through a distance learning program approved by the SBDM Council, and will incorporate the grade earned in that course when calculating his/her grade point average without distinction between the online/distance learning course and courses taught within the school district.

B. Stipulations:
1. Parents or guardians must sign a contract stating that they will pay for books, fees, and materials required for the course(s). In addition, parents must sign a contract stating that they will pay the tuition for the course.
2. The Williamstown Independent School Board of Education will pay for the tuition for a class if a student meets the criteria for enrollment, provided funds are available. If funds are not available, parents/guardians will be required to pay for tuition.
3. Parents/Guardians and students will sign a contract stating that they will refund the Board in full, should the student fail or drop an online course that has been paid for by the school.
4. Students must understand that, no matter what grade is incurred, the grade will be reported on the student’s transcript, and the grade will affect the student’s GPA.
5. Students must have a GPA of 3.0 or higher and must be on grade level to register in an online or distance learning course.
6. Only students of Junior or Senior status will be considered for enrollment in an online or distance learning course.
7. Students will be directly monitored by school staff, and will be required to allow the designated staff person to view their progress periodically throughout the course.

PERSONAL ELECTRONIC DEVICES
All personal electronic devices are the property of the individual student. Therefore the responsibility for these devices is the responsibility of that student. Students who choose to bring personal electronic devices to school do so at their own risk. Students may use their personal electronic devices at
the discretion of the classroom teacher in compliance with the Williamstown Jr./Sr. High School “Bring Your Own Device” (BYOD) Policy. Refer to the BYOD policy for additional rules and procedures.

PROMOTION/RETENTION POLICY
Students in the 6th, 7th, and 8th grade will be promoted provided they pass all of their classes for the year. If they are not passing at the end of each quarter, they may be assigned mandatory ESS or enrolled in a grade recovery program to learn the material necessary to pass, complete work, and demonstrate competency. Also, students who do not pass for the year will be expected to complete a summer program in order to advance to the next grade. The normal summer school program will be limited to two classes, but can be extended at the discretion of the principal. If students do not complete the work necessary during the summer term in school, additional work can be done at home during the summer with an agreed upon completion date determined by the student's parents, teacher(s) and principal.

Students in high school need the following credits to maintain their class status:

- Sophomore: 5 credits
- Juniors: 10 credits
- Senior: 16 credits

TOBACCO POLICY
The Williamstown Ind. Schools campus is a Tobacco-Free facility. Therefore, the use or possession of any tobacco product or tobacco alternatives (ie. electronic cigarettes, herbs, vapors, etc.) are prohibited in any building or grounds owned or operated by the Board of Education. This policy will be enforced for all students, regardless of age.
APPLICATION OF THE DISCIPLINE CODE
The Williamstown Independent School Discipline Code shall apply at anytime the student is present at school or at anytime the student is attending school-sponsored off campus events and is subject to the authority of school officials.

As an example to aid in interpretation, students’ misconduct does not have to go through Levels I and II before the application of Levels III and IV.

FEDERAL AND STATE VIOLATIONS
Students committing federal or state offenses during school hours on school property or during school events shall be reported to the proper law enforcement agency. Examples of federal and state violations are:

A. Arson, Assault/battery
B. Burglary/possessions/sale of stolen property
C. Possessions of explosives
D. Extortion/blackmail/coercion
E. Gambling
F. Larceny/stealing/theft
G. Malicious mischief
H. Robbery
I. Sale/use/or possession of alcoholic beverages, inhalants, or unauthorized substances
J. Unlawful interference
K. Speeding/reckless driving
L. Sexual harassment
M. Murder
N. Terroristic Threatening
O. Property Damage

*The school shall cooperate with the agency in the investigation and the prosecution of any violations listed above.

GRIEVANCE PROCEDURES
Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.

CONDITIONS
1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular
school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student’s educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against an aggrieved student because of filing of a grievance.

TIME LIMITS
1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

PRINCIPAL’S/SCHOOL COUNCIL’S INVOLVEMENT
1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

OTHER CLAIMS
When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426, and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

KRS 160.290
Bethel School District No.403 v.Fraser, 478 U.S.675, 106
s.Ct.3159,92LED.2d549 (1986)
Nondiscrimination Notice
Williamstown Independent Schools
300 Helton Street
Williamstown, Kentucky 41097

The general public, students, their parents and employees of the Williamstown Independent Schools are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs or activities as set forth in Title IX, Title VI and Section 504. Vocational education programs offered are Industrial Technology and Home Economics and these programs, services, activities and employment are available without regard to race, color, national origin, sex or disability. Any person having inquires concerning Williamstown Independent Schools’ compliance with Title IX, Title VI, and Section 504 is directed to contact Sally Skinner, Superintendent, Williamstown Independent Schools, 300 Helton Street, Williamstown, Ky. 41097, phone #859-824-7144, who has been designated by Williamstown Independent Schools to coordinate the district’s efforts to comply with Title IX, Title VI, and Section 504.

(This notice is also printed annually in the Grant County News prior to the opening of school.)

Orientation Procedures
Students
The school discipline code will accompany the Student Handbook, which is distributed to all students at the beginning of the school year. The code will also be discussed at the beginning of the school year. Students will be asked to signify, by signing their name on the Student Acknowledgment page located in this handbook on the last page, that the discipline code has been explained to them. All signed Student Acknowledgment pages will be turned in and filed in the Principal’s Office. For students enrolling in school later in the school year, this Discipline Code explanation and signature will be taken care of during the enrollment of the student by the Registrar.

Parents/Guardians
When the Student Handbooks are distributed at the beginning of the school year, parents should read and understand all of the contents. Parents are requested to sign and return the Parent/Guardian Acknowledgement Page to the student’s first period teacher. Parents are encouraged to contact the school if they have any questions.

Teachers
A portion of opening day at the beginning of the school year has been set
aside for the purpose of orientation for all teachers.

PROCEDURES FOR DEVELOPMENT OF THE CODE
This discipline code is originally developed by administrative staff and reviewed by a local committee of teachers, parents and students annually. Changes are submitted to the Williamstown Board of Education prior to being submitted to the Department of Education. Beginning with the 1991 annual review, each school Site Based Decision Making Council, along with a student representative from middle and high school, shall review the discipline code. The district’s Instructional Supervisor acts in an advisory capacity to this review committee and submits the code annually to the Kentucky Department of Education.

RATIONALE AND PHILOSOPHY
The Board of Education believes that each child has a right to education at public expense. In a democratic society the individual is the basic element in the school. At the same time, we must remember that our responsibility is dual in that we must always serve the interest of society.

We believe that the major purpose of the school is to provide experiences, ideas and proper attitudes that will enable each child to take his place mentally, morally, physically and socially as a worthy useful citizen in our society. To accomplish this purpose, there must be respect and mutual trust among parents, teachers, students, and administrators. The discipline code becomes the mechanism for achieving this. A discipline code that is consistent and reasonable, yet allows for flexibility and individual review in extenuating circumstances facilitates the development of students’ self-control and self-discipline. As such the discipline code becomes an integral part of the education process and a symbol of the commitment of students, parents, teachers, and administrators to the maintenance of an effective learning environment. The discipline code also stresses the importance of established standards in maintaining a safe and orderly environment.

RIGHTS AND RESPONSIBILITIES
STUDENT RIGHTS
A. Each Student has the right to:
   1. until they have either successfully completed a twelve-year educational program or reached the age of 18 years, whichever comes first, to receive a free public education,
   2. make up work, upon returning to school from an excused absence.
   3. inspect, review and transfer their educational records, including the right to challenge any misleading or inaccurate statement contained in their record, if the student is 18 years of age or older or have the parents’/guardians’ written consent,
   4. be represented by students in the decision-making process on matters which relate to standards of achievement, conduct, elections
and participation where system wide committees are appointed to address these matters,
5. reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject,
6. physical safety and protection of their personal property,
7. consultation with teachers, counselors, administrators, other school personnel,
8. free election of their peers in student organizations to which students have the right to seek and hold office,
9. involvement in school activities without being subject to discrimination on the basis of race, sex, or religion,
10. respect from other students and school personnel,
11. present complaints or grievances to school authorities and receive replies from school officials regarding such matters,
12. procedural due process when any charge or accusation has been made against them.

STUDENT RESPONSIBILITIES
B. Each Student has the responsibility to:
1. become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers,
2. respect the human dignity and worth of every other individual,
3. refrain from libel, slanderous remarks, and obscenities in verbal and written expression,
4. study diligently and maintain the best possible level of academic achievement,
5. be punctual and present in the regular school program to the best of his/her ability,
6. dress and groom in a manner that meets reasonable standards of health, cleanliness and safety, and is conducive to the educational process. Students will also comply with SBDM policies.
7. respect the reasonable exercise of authority by school administrations and teachers in maintaining discipline in the school and at school sponsored activities.
8. refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person,
9. to complete all homework and class work in accordance with the teachers’ instructions,
10. to refrain from cheating on all academic and/or athletic activities.

PARENTS AND GUARDIANS RIGHTS
C. Parents/Guardians have the right to:
1. expect the school to maintain high academic standards,
2. send their child to school with an environment where learning is valued,
3. expect the classroom disruptions will be dealt with fairly, firmly, and quickly,
4. review the student’s academic progress and other pertinent information which may be contained in the student’s personal records,
5. address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

PARENTS AND GUARDIANS RESPONSIBILITIES
D. Parents/Guardians have the responsibility to:
   1. instill in their student the need for an education,
   2. instill in their student a sense of responsibility,
   3. assist their student in understanding the need for a positive school learning environment,
   4. become familiar with the educational policies and programs of the Board of Education,
   5. aid their student in understanding the disciplinary procedures of the school,
   6. encourage their student to follow all school policies,
   7. see that their student is regular in attendance,
   8. inform the school officials of any long term illness affecting their student,
   9. demonstrate respect for all school personnel at school and related activities,
10. inform school officials of concerns pertaining to disciplinary procedures,
11. instill in their student the need for proper and appropriate student attire and hygiene,
12. exhibit concern for the progress and grades of their students,
13. understand that unnecessary interruptions in the school are detrimental to the education program for all students,
14. to be honest in written or verbal pertaining to a child’s absences.

TEACHERS RIGHTS
E. Teachers have the right to:
   1. the support of co-workers, administrators, and parents,
   2. work in the educational environment with a minimum of disruptions,
   3. expect all assignments, including homework, to be completed and turned in as assigned,
   4. remove any student, from class, whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the Principal’s office or designated area,
   5. safety from physical harm and freedom from verbal abuse,
6. provide input to aid in the formulation of policies that relate to their relationship with students and school personnel,
7. take action, necessary in emergencies, to protect their own person or property or the persons or property of those in their care.

TEACHER RESPONSIBILITIES
F. Teachers have the responsibility to:
1. present subject matter and experience to students and to inform students and parents or guardians of achievement and/or problems,
2. aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement,
3. assist in the administration of such discipline as necessary to maintain order throughout the school without discrimination on any basis,
4. evaluate students’ assignments and return them as soon as possible,
5. exhibit exemplary behavior in action and speech,
6. exhibit neatness and cleanliness of personal dress and hygiene,
7. reward exemplary behavior or work of students,
8. maintain in atmosphere conducive to good behavior and exhibit an attitude of respect for students,
9. recommend for retention in a class any student who fails to meet the basic standards for such class,
10. maintain necessary records of student progress and attendance as accurately as possible,
11. follow and enforce rules and regulations of the Board of Education and/or school administration,
12. care for the equipment and physical facilities of the school,
13. to maintain high standards of academic achievement.

PRINCIPALS AND OTHER ADMINISTRATORS RIGHTS
G. Principals and other administrators have the right to:
1. the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system,
2. provide input for the establishment of procedures and regulations that relate to the school,
3. safety from physical harm and verbal abuse,
4. to take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care,
5. suspend any student whose conduct disrupts the educational process,
6. administer the school environment to provide the proper learning atmosphere.

PRINCIPALS AND OTHER ADMINISTRATORS RESPONSIBILITIES
H. Principals and other administrators have the responsibilities to:
1. create and foster an atmosphere of mutual respect and consideration
among pupils and staff members,
2. administer discipline fairly and equally, following the guidelines set forth herein, and using his/her own best judgment in extenuating circumstances,
3. exhibit exemplary behavior in action, dress and speech,
4. implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and the nation,
5. direct a program of dissemination of information explaining the Discipline Code to the school community.

DISCIPLINARY POLICIES & PROCEDURES

BULLYING/HARASSMENT/HAZING
In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak in a civil manner toward students, staff and visitors to the schools. No behavior determined to be considered bullying will be tolerated. According to the US Dept. of Health & Human Services, bullying is defined as “repeated, unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.”

ACTIONS NOT TOLERATED
The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, harassment/sexual harassment, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state of federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

DRUG AND ALCOHOL POLICY
The Williamstown Schools Drug and Alcohol Policy and Procedures are

\[1\] KRS 158.156
enforceable to all students within the district.

**DRUGS, LOOK-A LIKES AND ALCOHOL**

For possession, use or being under the influence of alcohol or mood altering drugs not prescribed by a physician*, look-alike drugs** or in possession of related paraphernalia or use of inhalants at any time on school grounds, at school sponsored activities on or away from the school grounds shall automatically be subject to the following:

A. **FIRST OFFENSE**: Any student verified to be in violation of this policy for the first time during his/her enrollment in the Williamstown Independent Schools will be automatically suspended according to the following procedure:

1. Detained under administrative supervision until parents or legal guardian are called and informed of the violation. If parents/guardians are unavailable or cannot be reached, the Cabinet for Human Resources would be contact to assume responsibility for the well being of the student. No suspension would take place until parents are contacted.

2. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the Superintendent of Schools.

3. Juvenile charges may be filed on this violation. Confiscated substances would be given to the police for laboratory analysis.

4. The number of days the student is suspended from school will be at the discretion of the building administrator but would be no less than three (3) days. The discipline may include short term or long term out of school suspension. Student expulsion may occur under certain circumstances, provided KRS guidelines are followed.

5. Before the student is readmitted to school, a hearing with the superintendent, principal, and parent/guardian will be scheduled (by the third day of suspension). During this hearing the administration may reduce the suspension days if the parents and students agree to one or more of the following:
   i. The student becomes involved in an alcohol and other drugs abuse support or self help group. A monitoring process should be developed between the school and group.
   ii. The student obtains a drug and/or alcohol assessment provided at a state approved alcohol/drug agency in the Northern Kentucky area and conducted by a certified Alcoholism/Drug Counselor, and follows his/her recommendations satisfactorily. All expenses incurred for assessment and/or treatment would be the responsibility of the parents.
   iii. The student adheres to a behavioral contract based upon individual needs and expectations. The purpose of the
contract is to help the student attain satisfactory progress toward acceptable behavior and academic success. This contract should be developed with input from the building administrator, counselor, parents, and teachers.

iv. The student agrees to all recommendations made by the Grant County Juvenile Department/Court Designated Worker, such as: drug and alcohol assessment, psychological evaluation, counseling sessions, and attend drug and alcohol prevention education programs.

THE FAILURE OF THE STUDENT TO COOPERATIVE/COMPLY WITH ANY AGREEMENT AS A CONDITION OF REDUCTION IN SUSPENSION DAYS, WOULD RESULT IN THE REINSTATEMENT OF ANY AND ALL DAYS PREVIOUSLY REDUCED.

B. SECOND OFFENSE: Parents or legal guardian will be contacted immediately upon verification of the violation. If parents/guardians cannot be reached, the Cabinet for Human Resources will be contacted to assume responsibility for the well being of the student. Upon contacting the parents/guardian, the student will be suspended and a recommendation made to the Board of Education for expulsion.

The Board of Education may hold the recommendation for expulsion in abeyance if:

i. The student obtains a drug and alcohol assessment conducted by a certified Alcoholism/Drug Abuse Counselor, and follows his/her recommendations, and the student and parents demonstrate to the Board’s satisfaction specific, timely and meaningful constructive action to alleviate the student’s risk of any further involvement with drugs and alcohol. Any expenses incurred for assessment and/or treatment would be the responsibility of the parents.

ii. There are extenuating circumstances reasonably related to the offense and this Drug and Alcohol Policy.

C. For sale or transmission of alcoholic beverages, sale of drugs, drug paraphernalia or look-alike drugs, counterfeit controlled substances or look-alikes on school grounds, at school sponsored activities on or away from school, the student will immediately be suspended and a recommendation for expulsion made to the Board of Education under KRS 514.000 – KRS 244.020.

1. Prescription medications are to be construed as exceptions to the policy when used by the individual for whom they are prescribed in the manner and amount prescribed.

2. Any substance possessed, sold or transferred with representation of or upon the creation of an impression that the
substance which is sold or transferred is a controlled substance: or any substance designed in any manner, including but not limited to design of the item or its container, markings, or color, to simulate a controlled substance.

PROCEDURAL DUE PROCESS
Any parent or student who wishes to present a complaint or grievance to school authorities has the right to do so. The complaint must be made in writing and presented to the school principal. Upon the receipt of the written complaint but within three (3) days the principal shall respond also in writing to the complainant. An appeal of the principal’s decision can be made to the superintendent and must be done within three days in writing. The superintendent shall reply in writing within three days.

SEARCH AND SEIZURE
A student in the Williamstown Schools has the constitutional right to be secure in his or her person from all unreasonable searches and seizures. Students do, however, have a responsibility to obey the rules of the local school district and the laws of this commonwealth and the laws of the nation. Desks and lockers are “jointly held” by student and the school and may be searched or checked periodically for possession of prohibited items. When the principal, or other school official, has reasonable suspicion that the educational interest of the school is being endangered, then a reasonable search of person and/or property is permitted. The school official conducting the search should be in possession of facts, which provide reasonable grounds to search student’s accessories, outer clothing, lockers, desks, and automobiles. At no time, shall a student be strip searched by a school official.

WEAPONS / DANGEROUS INSTRUMENTS / DESTRUCTIVE DEVICES
This policy applies to students, staff members and visitors to the school.

Carrying, bringing, using, or possession any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun, or spring gun; slingshot, bludgeon, booby trap device; brass knuckles or artificial knuckles of any kind; knives of any kind or any other object that is carried for the purpose of inflicting injury on another.

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, school entrance lobbies, gymnasiums and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF WEAPONS ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND ($10,000) FINE.
The above criminal penalty prohibiting the unlawful possession of a weapon on school property shall not apply to those persons listed in KRS 527.

As per federal reporting requirements, any student who brings to school a firearm or weapon, as defined by federal law, shall be referred to the criminal justice or juvenile delinquency system.

As per Commonwealth of Kentucky reporting requirements, employees of the Williamstown Independent School District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For reporting purposes, a deadly weapon shall be defined as:
- any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharge;
- any knife;
- billyclub, nightstick, or club;
- blackjack or slapjack;
- nunchaku karate sticks;
- shuriken or death star; or
- artificial knuckles made from plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be report shall report the conduct in the same manner as stated above. In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with the Williamstown Board of Education approved Search and Seizure Policy as stated in the Discipline Code of the Williamstown Independent Schools.

The Williamstown Board of Education may expel any student for misconduct as defined in subsection (1), KRS 158.150.

Action to expel a student shall not be taken until the parent/guardian of the pupil has had an opportunity for a hearing before the Williamstown Board of Education.

A student carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity shall be immediately reported by the Principal to the Superintendent, who shall decide whether or not to bring charges to the Williamstown Board of Education for expulsion from the Williamstown Independent Schools.

The penalty for bringing a firearm/dangerous instrument/destructive device to school or onto the school campus/property under the jurisdiction of the Williamstown Independent Schools shall be expulsion for a minimum of one (1) calendar year; however, the Williamstown Board of Education
may make modifications within the guidelines of Goals 2000 on a case by case basis.

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault or an offense in violation of state laws or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing is completed.

The decision of the Williamstown Board of Education shall be final.

In cases, which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violations by visitors shall be reported to a law enforcement agency.

Approved, Williamstown Board of Education, November 14, 1994  
Revised, Williamstown Board of Education, June 12, 1995

DISCIPLINARY CONSEQUENCES

EXPULSION  
Due to the seriousness of Level IV offenses, the student’s continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified Level IV misconduct may result in immediate removal of the student from school pending a hearing before the Board of Education in accordance with KRS 158.150.

A student charged with LEVEL IV misconduct resulting in expulsion shall be given a full due process hearing before the Board of Education, which should take prompt and appropriate action.

SATURDAY SCHOOL  
The Saturday School program is designed to be consequential to those students who have repeatedly violated the Discipline Code, or who have committed Level III or Level IV violations as described in the Code. Saturday School assignments are determined by the Principal or Assistant Principal. This disciplinary action is taken as a last resort, and is assigned “in lieu of suspension.”
SUSPENSION
IN-SCHOOL PROGRAM
The In-School Suspension Program is designed to handle minor discipline problems. Students can only be assigned to the program by the Principal or his/her designee. The most common reasons for an assignment are as follows:

A. Tardiness – to school or class
B. Truancy
C. Class disturbances
D. Failure to complete assigned tasks.

Teachers shall be responsible for giving all assignments and any necessary explanations to the student, in writing, for the time the student is assigned. Teachers should assign work that normally would be done in class (this should be approximately 1 hour in length) and assign a grade to the work. Students in most cases will be permitted 1 day prior to placement to collect assignments from their teachers. During the time the student is assigned, the moderator will rate the student as to his/her conduct, work habits, cooperation, etc.

IN-SCHOOL PROGRAM REGULATIONS

A. Students must exhibit “on task” behavior at all times
B. Students must be prepared, i.e. bring assignments, paper, pencil, books, etc.
C. Students assigned to In-School Suspension will eat lunch with the In-School Suspension Moderator; during this time, there should be no unnecessary talking. Students will eat in an area designated by the moderator.
D. Students will submit assignments to the moderator upon completion.

SHORT TERM AND LONG TERM SUSPENSIONS

A short-term suspension shall be for the duration of 1-5 days. A long-term suspension will be for a period of 6-10 days. Upon re-entering school, following a suspension, the student must be accompanied by a parent/guardian and attend a re-entry meeting with the Principal and/or Assistant Principal.

A pupil shall not be suspended until at least the following due process procedures have been provided:

A. the pupil has been given oral or written notice of the charge or charges against him which constitutes cause for suspension,
B. the pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
C. the pupil has been given the opportunity to present his own version of the facts relating to the charge or charges. These due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property or to avoid
disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three (3) school days after suspension.

SUSPENSION MAKE-UP POLICY (LONG-TERM)
Students will be allowed to make up assessments, major projects, mid-term exams and final exams. An alternative assignment may be given in lieu of a major assignment accomplished by a culmination of daily class work. Students will not be allowed to make up class work, homework, or participation points.

SUSPENSIONS AND EXPULSIONS OF STUDENTS WITH DISABILITIES
The Superintendent, Director of Special Education and building principals make sure that appropriate procedures are followed in the suspension and expulsion of children or youth with disability. Suspensions of less than 10 days in length, which are utilized as temporary disciplinary measures (suspension is for a minor infraction and no further disciplinary action is planned), do not require a meeting of the Admissions and Release Committee (ARC) unless requested by the parent or principal or other service providers. In cases of an aggregate of 10 days suspension for the year or where expulsion is contemplated, the Administrative ARC (AARC) convenes.

If a suspension that will cumulatively exceed ten days during the school year is considered, parents are provided notice of proposed action and notice of an ARC meeting according to the district’s Special Education Policies and Procedures.

When the AARC convenes to consider suspension or expulsion, the AARC determines the following:

a. If the student’s Individual Education (IEP) and placement are appropriate and being fully and correctly implemented according to the district’s Special Education Policies and Procedures concerning Individual Education Program and Placement in the least restrictive environment.

b. Whether the behavior or misconduct is a manifestation of the disability.

If the AARC finds that the IEP or placement is not appropriate or not being fully and correctly implemented, appropriate modifications are determined and no further disciplinary action occurs. If the AARC finds that the IEP and placement are appropriate and being fully and correctly implemented, then it considers whether the behavior or misconduct was a manifestation of the disability. If the AARC determines that the behavior of the child or youth with a disability is related to the disability, then the child or youth is not subject to further suspension or expulsion. The written documentation
supporting this decision from the meeting summary is forwarded to the Superintendent within two working days by the AARC Chairperson. If the AARC determines the behaviors is not related to the disability of the child or youth, the written documentation of the AARC’s decision if forwarded by the AARC Chairperson to the Superintendent within two working days. If this determination is made, the Superintendent may recommend expulsion to the Board of Education according to the district’s regular policies and procedures for expulsion.

If the parent disagrees with school personnel that the behavior is not related to the disability, the parent may request a due process hearing according to the district’s Special Education Policies and Procedures and the child remains in his current educational placement during any administrative or judicial proceedings unless the ARC and the parent agree otherwise according to Section XIII of the policies and procedures.

School personnel may seek injunctive relief through the courts if the parent and other members of the ARC cannot agree upon a placement. School personnel must show that maintaining the child or youth in the current placement will substantially likely result in injury to the child or youth or to others.

If school personnel and the parent disagree upon a placement, the building principal, DSE and the Superintendent meet to review the ARC meeting summaries, IEP’s and on-going progress of the child or youth and interview appropriate school personnel to determine if school personnel have implemented a variety of interventions and placements. If the DSE, building principal and the Superintendent determine sufficient interventions and placements have been exhausted, then the Superintendent directs the school district Board attorney to seek injunctive relief through the courts.

Educational services for the child or youth are not terminated during the period of expulsion. If the school district expels a child or youth who is receiving the specially designed instruction and related services, then within two school days of the Board action, the DSE sends notice of an AARC meeting according to the district’s policies, procedures and timeless. The AARC meets to review and revise the IEP, according to policies and procedures, for implementation in the home of the child or youth. The DSE selects appropriate district teachers and related services personnel to provide specially designed instruction and related services in the home of the child or youth.

Section 5: Problem Behaviors Defined

The following terminology is taken from the Kentucky Center for Instructional Discipline and Positive Behaviors Interventions and Supports
(PBIS). Students participating in any of the following Minor or Major Problem Behaviors are subject to the following behavioral consequences.

<table>
<thead>
<tr>
<th>Minor Problem Behavior</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defiance/Disrespect/Non-compliance</td>
<td>Student engages in brief or low-intensity failure to respond to adult requests.</td>
</tr>
<tr>
<td>Disruption</td>
<td>Student engages in low-intensity, but inappropriate disruption.</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Student engages in low-intensity instance of inappropriate language.</td>
</tr>
<tr>
<td>Other</td>
<td>Student engages in any other minor problem behaviors that do not fall within the above categories.</td>
</tr>
<tr>
<td>Physical Contact/Physical Aggression</td>
<td>Student engages in non-serious, but inappropriate physical contact.</td>
</tr>
<tr>
<td>Property Misuse</td>
<td>Student engages in low-intensity misuse of property.</td>
</tr>
<tr>
<td>Tardy</td>
<td>Student arrives at class after the bell (or signal that class has started).</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.</td>
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</tbody>
</table>

Potential Consequences for Behaviors
- Warning
- Verbal Redirection
- Time Out (in Room)
- Time Out (Other Location)
- R & R Room (Reflection Completed)
- Changed Seating
- Separation of Students
- Additional Task Given
- Loss of Privilege
- Major Referral (Only if repeated Minor referrals have been documented)
<table>
<thead>
<tr>
<th>Major Problem Behavior</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Abusive Language/Inappropriate Language/Profanity</td>
<td>Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.</td>
</tr>
<tr>
<td>Arson</td>
<td>Student plans and/or participates in malicious burning of property.</td>
</tr>
<tr>
<td>Bomb Threat/False Alarm</td>
<td>Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.</td>
</tr>
<tr>
<td>Defiance/Disrespect/Insubordination/Non-Compliance</td>
<td>Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.</td>
</tr>
<tr>
<td>Disruption</td>
<td>Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.</td>
</tr>
<tr>
<td>Fighting</td>
<td>Student is involved in mutual participation in an incident involving physical violence.</td>
</tr>
<tr>
<td>Forgery/Theft</td>
<td>Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.</td>
</tr>
<tr>
<td>Gang Affiliation Display</td>
<td>Student uses gesture, dress, and/or speech to display affiliation with a gang.</td>
</tr>
</tbody>
</table>
| Harassment/Bullying | Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.  
*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
<p>| Inappropriate Display of Affection | Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. |
| Inappropriate | Student is in an area that is outside of school |</p>
<table>
<thead>
<tr>
<th>Major Problem Behavior</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/ Out of Bounds Area</td>
<td>boundaries (as defined by school).</td>
</tr>
<tr>
<td>Lying/Cheating</td>
<td>Student delivers message that is untrue and/or deliberately violates rules.</td>
</tr>
<tr>
<td>Other Behavior</td>
<td>Student engages in problem behavior not listed.</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).</td>
</tr>
<tr>
<td>Property Damage/Vandalism</td>
<td>Student participates in an activity that results in destruction or disfigurement of property.</td>
</tr>
<tr>
<td>Skip class</td>
<td>Student leaves or misses class without permission.</td>
</tr>
<tr>
<td>Truancy</td>
<td>Student receives an ‘unexcused absence’ for ½ day or more.</td>
</tr>
<tr>
<td>Tardy</td>
<td>Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school).</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.</td>
</tr>
<tr>
<td>Use/Possession of Alcohol</td>
<td>Student is in possession of or is using alcohol.</td>
</tr>
<tr>
<td>Use/Possession of Combustibles</td>
<td>Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).</td>
</tr>
<tr>
<td>Use/Possession of Drugs</td>
<td>Student is in possession of or is using illegal drugs/substances or imitations.</td>
</tr>
<tr>
<td>Use/Possession of Tobacco</td>
<td>Student is in possession of or is using tobacco.</td>
</tr>
<tr>
<td>Use/Possession of Weapons</td>
<td>Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</td>
</tr>
</tbody>
</table>

Potential Consequences for Behaviors
- Alternate Placement
- Bus Suspension
- Changed Seating
- Detention
- Expulsion (Not Receiving Services)
- Expulsion (Receiving Services)
- Extended School Services
• In-House Removal
• Legal Intervention
• Lunch Detention
• Out-of-School Suspension
• Privileges Revoked
• Reprimand
• Restraint
• Saturday School
• Seclusion
• Student Conference
• Warning
• Work Detail
STUDENT ACKNOWLEDGMENT FORM

I have read and understand the Williamstown Jr./Sr. High School Student Handbook and Discipline Code for the 2014-2015 school year. Furthermore, I paid particular attention to the areas of Attendance, Personal Electronic Devices, and Attire and Grooming Regulations (dress code).

_____________________________  _____________________
Student Signature                      Date

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

I have read and discussed the Williamstown Jr./Sr. High School Student Handbook and Discipline Code for the 2014-2015 school year. Furthermore, I paid particular attention to the areas of Attendance, Cell Phone and other Electronic Devices, and Attire and Grooming Regulations (dress code) as well as the Discipline Code.

_____________________________  _____________________
Parent/Guardian Signature          Date