

# WALTON ACADEMY

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**2024-2025**

**Behavior Plan**

**&**

**Student Handbook**



## ADMINISTRATIVE TEAM

Marie Laurino, Principal/Director

QuenAnn Robinson-Bell, Dean of Students

Shekima Fields, Student Service Coordinator

Loren Rodgers, Student Advisor

Charlotte Rodgers, Office Manager

## WACS Mission Statement:

**Spartans will develop and sustain positive relationships, creating a respectful and responsible learning environment and leadership community.**

## Table of Contents

Behavior Plan Overview & Philosophy on Discipline	Page 2
Special Note Regarding Suspensions	Page 3
Attendance and Supervision	Page 3-4
Tardy Policy & Electronic Device Policy	Page 4-5
Electronic Device Policy/Student Parking Policy	Page 5 -6
Minor Offenses Consequences	Page 6-7
Intermediate Offenses	Page 7-8
Major Offenses	Page 8-11
Transportation, Rules and Regulations:	Page 12
Visitors/Passes and Telephone Usage	Page 13
Student Dress and Grooming	Page 14
Backpacks, Purses, Athletic Equipment, Lunch Containers	Page 15
Medications, Personal Property	Page 15
Sexual Harassment	Page 15
Searches	Page 16
Illegal Contraband, Release for News/Media, Internet Access	Page 16
Off Campus Activities	Page 16

**\*Please sign Student Acknowledgement Form (last page)\***

Disclaimer: The contents of this behavior plan may be revised at any time as necessary and appropriate, based on changes to local, state, and federal statutes and policies.

## Walton Academy Behavior Plan

This proactive plan provides guidance to implement safe and productive strategies that can be administered immediately. It also ensures due process for our students.

Students who violate the attendance or behavior expectations shall receive correction according to the Walton Academy Behavior Plan. Actions that will be taken may include, but not limited to:

1. Warning/Verbal Reprimand
2. Parent Conference
3. Assignment to Redirection
4. Out of School Suspension
5. Referral to Law Enforcement
6. Pre-Expulsion Conference
7. Conflict Mediation
8. Counseling
9. Attendance/Teacher Conference
10. Attendance/Behavior Contract
11. Withdrawal
12. Recommendation for Dismissal

In addition to any disciplinary action imposed for violation of these policies, the student will receive appropriate counseling from the school counselor and/or intervention specialist and may request the opportunity to reconcile the existing conflict.

### Our Philosophy of Discipline of Walton Academy

All students deserve the opportunity to learn and all teachers deserve to be able to educate their students in a safe and well-structured environment. If students are out of the classroom for disciplinary intervention they are unable and/or unwilling to participate in the learning process and, therefore, unable to achieve. When these types of behavioral issues arise they can be detrimental to effective teaching and to the learning environment. We believe that when a student “acts out”, he or she is doing so for a reason and until that cause is dealt with, the behavior (s) will continue. As educators, we must develop a greater sensitivity to these students’ needs and seek to understand and address the causes for these behaviors. By building trusting and meaningful relationships with these students, we can help them to better cope with their situations and to become more resilient learners. Disciplinary intervention should be geared toward providing methods of self-regulation and coping skills as opposed to negative reinforcement methods, or punishment.

## **Special Note Regarding Suspensions:**

**Any Walton Academy student who is suspended or dismissed from school and school functions shall be prohibited from entering upon the premises or grounds of Walton Academy and all Walton County School District functions during the school day or when a school activity is being held.**

The components of this plan are in compliance with current statute and policy. Nothing in the plan shall prohibit school staff in consultation with the principal to modify the contents. All infractions, regardless of how minor, will be documented. All components of the behavioral plan are applicable to Exceptional Educational Students and 504 students based upon accommodations in an individual IEP.

Students should be removed from the school environment immediately following an out-of-school suspension. Under extenuating circumstances, students may be allowed to remain at school through the end of the day with the following understanding:

- Students will not be sent back to the class where referral originated
- Students will be sent to the Redirection Room for the remainder of the day
- Students are expected to comply with the Code of Student Conduct for the remainder of the day
- Any further disruptive behavior will result in an increase in the number of days suspended

## **Attendance and Supervision**

### **School Hours:**

School begins at 8:00 AM and ends at 3:00 PM. Students are expected to attend classes each day that school is in session unless they have a documented excused absence for one of the following reasons:

- Illness or medical care
- Death in the family
- Legal requirements
- Religious holiday
- Absences pre-approved by school administrator
- Insurmountable conditions

The accumulation of three (3) unexcused absences within a 30 calendar day period will result in a phone call from the lead teacher to the parent/guardian.

**After 3 consecutive days of unexcused absences, the students' Edgenuity account will be suspended until a parent conference is set up.**

The accumulation of five (5) unexcused absences will result in a mandatory attendance conference with the parent/guardian and student. The student's lead teacher will then set up an attendance conference. During this conference, the student will be placed on an attendance contract..

The accumulation of eight (8) unexcused absences will result in continued follow through with the truancy officer.

The accumulation of ten (10) unexcused absences will result in another mandatory attendance conference with the parent/guardian and student. This meeting will include the district truancy officer, which may result in the student being sent to truancy court.

**The accumulation of fifteen (15) unexcused absences may result in withdrawal from the Walton Academy.**

**While telephone notification of an absence is appreciated, written documentation MUST be submitted to office staff within 3 days of absence.**

**Excused Absences: Students may only submit a “parent/guardian signed note” for up to ten (10) excused absences each semester. After the the 10<sup>th</sup> excused absence for the semester, a written notification from a medical professional is required unless pre-approved by administration.**

**\*Florida law requires each parent of a child from 5 to 16 to be responsible for the child’s school attendance. The continued absence of a child from school will be considered a violation of the law. If a student is under a court order only a doctor’s note or pre-approved note will be accepted (any pre-approved notes must be approved by administration). Absences of any student under the supervision of the Department of Juvenile Justice will be reported to his or her probation officer or agency contact person.**

### **Tardy Policy:**

The accumulation of three (3) tardies during the nine week quarter will result in a phone conference to the parent/guardian.

The accumulation of five (5) tardies will result in a parent/guardian/student conference.

The accumulation of eight (8) tardies will result in a standard discipline referral submitted to the Dean of Students for appropriate disciplinary action.

**\*When a student arrives on campus after 8:30 without appropriate excused documentation, the office staff will contact the parent/guardian. If the parent/guardian is not able to be reached, the student is sent to the Redirection Room until parent contact is made.\* Students arriving after 9:00 without a parent will be prohibited from coming on campus.**

### **Personal Electronic Devices and Cell Phone Policy:**

Bringing personal electronic devices and cell phones to school is strongly discouraged due to the high risk of theft or loss. The school will not be responsible for loss or theft of such devices. Students may bring these devices to school; however, these items **MUST** be placed in their LEAD teacher’s electronic box at the beginning of the day during security check-in or to front office staff & box upon late arrival. Devices will be

returned to students upon their approved departure (dismissal or early check out). The use and/or possession of any electronic device in the classroom will result in a disciplinary consequence.

**If a student is caught with a phone on campus the phone will be confiscated and the parent or guardian must come to the school, in person, and pick it up. 2nd offense-Referral and parent/guardian must pick up the phone. 3rd offense-one day of ISS and parent/guardian must pick up the device. 4th offense- 1 day of OSS and parent/guardian picking up the phone. 5th offense-3 days of OSS and parent/guardian picking up the phone.**

**Student Parking Policy:**

Students must park their vehicle in the designated parking area. **Vehicles can be searched by school personnel at any time.** Students will be required to submit a completed vehicle registration form, valid driver’s license, proof of insurance, and a \$5 fee for a parking permit. Copies of all documents will be kept on file by the transportation coordinator. Students are not permitted to return to their vehicle during the school day and cannot leave campus without administrator permission. **Administration reserves the right to revoke student parking privileges at any time when justified.**

**Minor Offense Consequences Discipline Guidelines and Procedures**

**Note: Lack of cooperation in the Redirection Room will elevate the disciplinary consequence as deemed appropriate.**

**Prior to getting to this point in the discipline process, students have received a warning (Step 1) and have either utilized the Step 2 desk or had a conference with their teacher.**

Offenses	Consequences
1 <sup>st</sup>	Upon receiving the first Minor Offense referral: <ul style="list-style-type: none"> <li>• The student will be referred to the Dean of Students to discuss the Walton Academy Discipline Plan. This may result in time in the Redirection Room for reflection time.</li> </ul>
2 <sup>nd</sup>	Upon receiving the second Minor Offense referral: <ul style="list-style-type: none"> <li>• The student will complete the prescribed time in the Redirection Room.</li> <li>• The referring teacher will need to make parent contact.</li> </ul>
3 <sup>rd</sup>	Upon receiving the 3 <sup>rd</sup> and/or fourth offense referral: <ul style="list-style-type: none"> <li>• The Dean of Students will contact parent and report student’s behavior and request parent pickup.</li> <li>• The Dean of Students will schedule a mandatory parent/teacher conference, to be held within 1-3</li> </ul>

days via in person, virtual, or phone(if can't do the first 2 choices)

- The student will complete prescribed days in the Redirection Room.

**\*The writer of the referral is expected to call the parent/guardian by the end of the work day and to document information on a telephone log.**

### Intermediate Offenses

Offenses receiving intermediate consequences are those that may result in suspension or possible dismissal from school. These offenses include, but are not limited to the following:

Offenses	Explanations
Gross or repeated classroom disruptions	Blatant disruption or obstruction of the orderly education process including one created by electronic device or by having to be physically removed from the classroom by the SRD or administration.
Insubordination, Defiance of School Officials, and Continued Violation of School Rules	Defiance or disrespect shown toward school officials, which result in disruption of the learning process.
Skipping	Unauthorized absence from class.
Leaving Class Without Permission	Leaving class without the teacher's explicit authorization.
Threat, Bullying, Hazing, Harassment, or Intimidation of Students	The intentional or unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, creates a well-founded fear in the person that such violence is imminent.
Written or Verbal Proposition	Written or verbal propositions to engage in sexual acts.
<i>Excessive Sleeping</i>	<i>Student removed from class/parent teacher conference</i>
Stealing, Larceny, Petit Theft	The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
Leaving School Without Permission	Leaving campus without formal administrative permission.
Fighting( mutual combat or mutual altercation)	When two or more persons mutually participate in use of force or physical violence that requires either a)physical restraint or b) results in injury requiring first aid or medical attention. Lower level fights such as pushing, shoving, or altercations that stop upon verbal command may result in other actions.
Group disruptions	Inciting or participating in group incidents that disrupt but do not result in destruction or damage.
Illegal Organizations	Participation in gangs and other unlawfully motivated groups.
Forgery	Unlawful falsifying documents or signatures.

Redirections Room Infraction	Defiance toward the facilitator, policies, and /or procedures set forth in the Redirections Room.
Miscellaneous Violations	Any other violation that administration will reasonably deem to fall within this category.
Use of Obscene or Profane Language to an Employee	Gross and excessive profane language directed at a staff member following verbal commands to a student.
Cheating or Plagiarism	To commit literary theft; to steal, or pass off the ideas or works of another as if they were your own.
Using Cell Phones or Electronic Devices in Class	Cell phones and electronic device(s) should be used outside the buildings before entering or after exiting campus.
Possession of Contraband	Possession of lighter(s), electronic device(s), sharpie marker(s), disruptive material(s), gang related material(s) including graffiti.

**The appropriate school authority will suspend and/or recommend the dismissal of a student when he/her presence has or tends to substantially disrupt or interfere with the orderly educational process.**

### **Intermediate Offense Consequences Discipline Guidelines and Procedures**

<b>Offenses</b>	<b>Consequences</b>
1st	Students may receive up to a 5-day out-of-school (OSS) suspension or other consequences as deemed appropriate.
2 <sup>nd</sup> & 3rd	Students may receive up to a 10-day out-of-school (OSS) suspension.
4th	Students may be recommended for dismissal.

- ❖ **Final authority to modify the number of days of suspension and number of suspensions shall rest with the Principal, in consultation with the Dean of Students.**
- ❖ **Suspended students returning to school prior to the completion of their suspension are subject to further suspension or arrest for trespassing.**

### **Major Offenses**

Major offenses that occur on school property or school sponsored transportation, to include infractions at the bus stops, or during a school sponsored activity shall receive the most severe consequences provided by Walton Academy and will be referred to the appropriate law enforcement agency. These offenses include, but not limited to, the following:

<b>Offenses</b>	<b>Explanations</b>
ALCOHOL(ALC)-(possession, use, or sale)	Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only when the person is caught in

	the act of using or is discovered to have been used in the course of an investigation.
ARSON(ARS)-(intentionally setting a fire on/with school property)	To damage or cause to be damaged by fire or explosion, and dwelling, structure, or conveyance, whether occupied or not, or its contents.
BATTERY(BAT)-(physical attack/harm)	The physical use of force or violence by an individual against another. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)
BREAKING AND ENTERING/BURGLARY (BRK)-(illegal entry into a facility)	Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).
DISRUPTION ON CAMPUS-MAJOR (DOC) - ( <u>major disruption</u> of all or a significant portion of campus activities, school sponsored events and school bus transportation.	Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. <b>Example:</b> Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)-(illegal sale or distribution of drugs)	The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.
HOMICIDE(HOM)-(murder, manslaughter)	The unjustified killing of one human being by another.
KIDNAPPING (KID)-(abduction of an individual)	Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
ROBBERY(ROB)-(using force to take something from another)	The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
LARCENY/THEFT(STL)-(taking of property from a person, building, or a vehicle)	The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item must be \$300 or more to report in SESIR)
SEXUAL BATTERY(SXB)-(attempted or actual)	Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.
SEXUAL OFFENSES(OTHER)(SXO)	Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)
THREAT/INTIMIDATION (TRE)-(installing fear in others.	A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) <u>Intent</u> -and intention that the threat is heard or seen by the person who is the object of the threat; (2) <u>Fear</u> -a reasonable fear or apprehension by the person who is object of the threat that the threat could be carried out; and (3) <u>Capability</u> -the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

VANDALISM (VAN)-destruction, damage, or defacement of school or personal property)	The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR)
WEAPONS POSSESSION (WPO)-( possession of firearms and other instruments which can cause harm)	Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.)
OTHER MAJOR (OMC)-(major incidents that do not fit within the other definitions)	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Example: Student producing or knowingly using counterfeit
BULLYING/HARASSMENT(BHA)-(intimidating or hostile behaviors)	Unwanted and repeated written verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts by an adult or student that are severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.
FIGHTING(FIT)- (mutual combat, mutual altercation)	When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)
SEXUAL HARASSMENT (SXH)-(undesired sexual behavior)	Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individuals school performance or participation (6A-19.008(1)SBE Rule). An incident when one person demands a sexual favor from another under threat of physical harm or adverse consequence.
BATTERY upon an employee	The actual, unlawful, and intentional touching or striking of an employee against his or her will, or the intentional causing bodily harm to an employee.
Simple Assault on a School Board Employee	The intentional, unlawful threat or act to do violence to the person of another coupled with an apparent ability to do so and the doing of some act which creates a well-informed fear in such another person that such violence is imminent.
Possession , Use or Sale of any Firearm	Any firearm (including a starter gun) which will, or is designed to, or will readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any similar destructive device.

Possession or Control of Tobacco Product & Nicotine Dispensing Devices (NNDs or Vapes )	Having tobacco products or NNDs in possession and/ or bringing them on campus and /or school bus.
Leaving School Without Permission	Leaving campus without formal administrative permission.
Discharging of a Firearm	Discharging of any pistol, rifle, shotgun, air-gun, or any other device.
Bomb Threat	Any communication directed at a school board employee that has the effect of interrupting the educational environment.
Explosives	Preparing, possessing, using, or selling of an explosive device.
Possession of a Sharp Weapon	Possession of a knife or similar instrument without the intent of doing harm.
Aggravated Battery	Intentionally causing great bodily harm, disability, or permanent disfigurement, use of a deadly weapon.
Unjustified Activation of a Fire Alarm System	Unauthorized pulling of a fire alarm station.
Intentionally Making False Accusations	Intentionally making a false accusation or statement that jeopardizes the professional certification of a teacher or other member of the school staff.
Armed Robbery	A crime of seizing property through violence or intimidation, involving the use of a weapon.
Miscellaneous Violations	Any other offense which the administration will reasonably deem to fall within this category.
Property Misuse/Technology Violation	Viewing inappropriate websites or destroying consumable or non-consumable supplies.

### Major Offense Consequences Discipline Guidelines and Procedures

Offense	Consequence
1st	Students may receive a 10-day suspension. Students will also be recommended for expulsion to serve the terms of the original suspension. Parents and appropriate authorities will be contacted.

- ❖ **Off campus felony crimes, including, but not limited to, weapons, personal injury to others, or possession of drugs with intent to sell may also result in a recommendation of expulsion.**
- ❖ **Students who have been identified as a potential threat will be evaluated by the Threat Assessment Team. Where a safety and academic plan will be developed that includes any necessary consequences.**
- ❖ **SAFE HARBOR PROVISIONS: A student may approach a staff official and voluntarily surrender an object, the possession of which is prohibited by the Code of Student Conduct. Unless an investigation by school officials regarding the possession of this particular object has already commenced, if a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to disciplinary action. The student's parent/guardian will**

make arrangements to pick up the object from the school, if applicable. If a student discovers an illegal item such as drugs, a weapon, or other contraband on school property, including on a school bus, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely by making such a report. School officials shall adhere to policies and procedures concerning further investigation of the report.

### Transportation

❖ **The bus rules of conduct for Walton Academy students are absolutely essential. They are set in place with students' safety as priority. Students shall obey the following rules at all times:**

<b>1</b>	Stand off of the roadway while waiting for the bus to arrive.
<b>2</b>	When crossing the roadway, be sure that the road is clear of traffic in both directions. Do not depend entirely on the bus arm to control traffic; careless drivers occasionally run through the stop area.
<b>3</b>	Students must obey the driver's instructions at all times.
<b>4</b>	Students will remain in their seats at all times.
<b>5</b>	Quiet conversation or classroom conduct is to be observed at all times while on the bus. Use of foul language or racial slurs is not permitted. Do not talk to or distract the driver; the driver must focus his or her attention on the road at all times.
<b>6</b>	Keep hands, feet, arms, and head to yourself and inside windows at all times.
<b>7</b>	Passengers must not throw waste paper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus. Do not throw any objects from the bus. Parents will be charged for any damages caused by their child's misconduct. Students may also be suspended from riding the bus.
<b>8</b>	No eating, drinking, or smoking is permitted on the bus at any time.
<b>9</b>	Students must report to the bus stop in a timely manner. The bus cannot wait for those who are tardy
<b>10</b>	The emergency exit must not be tampered with and must not be used for ordinary boarding and exiting.
<b>11</b>	No animals will be allowed on the bus.
<b>13</b>	Small objects such as bottles that could get underfoot and cause the passengers to trip or fall will not be permitted on the bus.

**\*\*\*NOTE\*\*\***

Students who wish to ride an alternate bus must provide written documentation from both parents or guardians. These notes must contain each parent/guardian's name and telephone number, the name of the student, the name of the student that he or she will be riding with, and the reason for the change. The Transportation Coordinator or member of our administrative team will contact both parents/guardians to confirm this authorization prior to the student leaving school. If we are unable to contact both parents/guardians to authorize the transportation change, the student must continue with their normal method of transportation.

*Notes should be submitted to the office prior to 10:00 AM.*

<b>Walton Academy Bus Discipline Guidelines and Procedures</b>
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| <ol style="list-style-type: none"> <li>1. Students are expected to obey the driver at all times.</li> <li>2. The driver has the authority to assign students to certain seats at his or her discretion</li> </ol> |
|---|

3. The driver shall issue verbal warnings, contact parent or guardian, and issue written bus referrals for violations of bus rules.
4. The principal or designee shall consider the bus driver's recommendation for discipline when making a decision regarding the consequences of a bus referral.
5. The principal or designee shall suspend a student from riding the bus for repeated violations and defiant bus behavior.
6. If the student is suspended from the bus while still allowed to attend school, it is the parent/guardian's responsibility to provide transportation for their student. Failure to provide transportation to school because of the student being suspended from the bus will result in an unexcused absence(s).

## **Visitors**

Walton Academy is a restricted access facility.

1. All visitors must present identification, sign in and receive a visitor badge.
2. ***All purses/bags are subject to search upon entering the office***
3. No one enters classrooms without the prior consent of the principal or designee.
4. Friends from other schools are prohibited from visiting.
5. Parents, legal guardians, or those indicated on the parental consent form are the only visitors permitted to have contact with students. The parental consent form may be updated as needed but must be done in writing.
6. Parents wishing to observe their student within the educational setting must get prior consent from administration

## **Passes**

Any time a student is out of the assigned classroom and not under the direct supervision of his/her teacher, he/she must have an official pass. Before a pass is issued, confirmation from the receiving team member must be obtained by communicating directly over the telephone, email, in person, or by radio.

## **Telephone Use**

Office telephones are for official use only. Telephones in the classroom are for students to make contact when not feeling well. After-school plans and transportation arrangements should be made prior to arrival at school or as the teacher deems necessary.

# Student Dress and Grooming

## Section 1

### The Walton Academy Dress Code:

Students should wear appropriate clothing according to the Walton County School District dress code. A repeated dress code violation and/or refusing to change will be considered defiance of authority and will be handled according to discipline policy.

- **Appropriate clothing and footwear should be worn at all times.**
- **Prohibited dress would include pajama bottoms and tops, with or without pockets, swimwear, garments bearing inappropriate slogan or pictures, see through fabric/cutout or any similar attire.**
- **Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment or P.E.**
- *Hats are not permitted to be worn on campus. Hats must remain in the security room during the school day. Students are permitted to collect hats when exiting through the security room at the end of the day.*
- *No head covering permitted on campus (bandanas, scarves, hoodies, headbands, etc.) Hooded garments may be worn on campus pending administration approval due to weather. Long sleeve garments, including sweaters, are permitted underneath the school uniform shirt ( must be in school colors.*
- *School uniform shirts must be worn at all times.*
- Students are not permitted to draw on, alter and/or vandalize their school uniform shirt.
- *All pants, shorts, and skirts must be worn around the students' waistline (no sagging)*
- No holes that expose bare skin above the knee in any clothing worn, including pants, skirt, and shorts(**leggings are permitted under items with holes above the knees**)
- *No leggings or sweatpants unless noted by a doctor.*
- Shorts and skirts must follow the fingertip rule. **Rollin up shorts or skirts are not permitted.**
- **Students are allowed to wear athletic shorts as long as they follow the fingertip rule.**
- No additional decorations, advertisements, or other insignia are to be worn.

\*\*\* Administration has final determination of what is considered appropriate dress.

## Section II

If at any time a law enforcement officer or district administrator verbally, or in writing, indicates that any particular clothing, clothing accessory, or cosmetic application, including hair style is documented to demonstrate gang affiliation, students will be instructed to immediately stop wearing the item(s).

## Section III

If a student comes to school with inappropriate clothing, the parent/guardian will be called to bring appropriate clothing to the student. If a parent/guardian cannot be reached or is unable to bring appropriate clothing, a Walton Academy team member will attempt to find proper attire. If they are unable to get appropriate clothing for the student, then the student will remain in the Redirection Room until the end of the day or until appropriate clothing has been received.

Violation of the dress code will be treated as insubordination and will result in disciplinary action.

**\*\*\*Please reference the dress code consequence document for a detailed list of consequences\*\*\***

### **Backpacks\*Purses\*Athletic Equipment**

Backpacks and purses are permitted to be brought to school. However, these items and all personal athletic equipment (basketballs, footballs, soccer balls, etc.) **must remain in the security shed** which will be locked during the school day. Students will be able to collect these items as they exit through the security shed at the end of the day. All skateboards must stay in security until the end of the day. **The school will not be responsible for the loss or theft of student items.**

### **Lunch Containers**

Students who bring their lunches to school must place them in the appropriate container during the morning security check-in. Once check-in has been completed, the student lunches will be taken to the cafeteria to be stored in the refrigerator.

### **Medication**

Doctor prescribed medication may only be dispensed by a trained team member. Permission forms to administer medications are provided in the application packet and are available upon request. No medication will be administered by school personnel without the appropriate documentation. All medication being received will be verified by the school's assigned administrator. Students, who have a need to carry inhalers for asthma or other serious medical conditions, must have a medication administration form on file in the school office.

### **Personal Property**

On occasion, there has been confusion related to the giving, loaning, sharing, or trading of personal property items. **The selling of any items is strictly prohibited. Students are solely responsible for all personal property. The school will assume no responsibility for the loss of these items.**

### **Sexual Harassment**

**\*Sexual harassment will not be tolerated on the school campus or at any school function. \***

Examples of sexual harassment include unwanted advances, flirtations or propositions: demands for sexual favors in exchange for favorable treatment, unwanted sexually oriented remarks, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body or sexual prowess, coercion of sexual acts or assaults, physical contact such as grabbing, pinching, or patting unnecessarily, leering, whistling, or gestures of a sexual nature.

**\*Students accused of sexual harassment will be referred for administrative and/or law enforcement investigations and consequences, if appropriate.**

## **Searches**

As part of the daily routine, all students are subject to safety and security measures. When suspicion of contraband is present, a gender-appropriate staff member will intervene. Students refusing to be searched will be subject to possible law enforcement intervention and/or disciplinary action. In addition, all items brought on campus are subject to random searches. Searches may be (though not required) conducted in the presence of the school resource officer. **Walton Academy assumes no responsibility for any lost, stolen, or damaged items. Items confiscated by staff may be returned to parents/guardians in person only. All confiscated items are subject to disposal after 10 working days.**

## **Illegal Contraband**

Smoking paraphernalia, including vapes, vaping products and other illegal contraband shall be destroyed or turned over to law enforcement for appropriate legal action. Possession of these items will also result in disciplinary actions.

## **Release for News/Media**

As a student of this school, your child may have the opportunity to participate in media coverage. These opportunities would involve activities such as quotes attributed to your child, pictures of your child, or video of your child in the newspaper, on television, or in productions for the school. By reading this statement, parent/guardian and student, fully understand this information and agree to student participation in these activities.

## **Internet Access Agreement**

I hereby grant permission for my child to participate in the usage of the internet for the sole purpose of completing their educational assignments. I fully understand my child can only visit websites approved by the school. Any deviation from the approved websites will result in my child being unable to complete any assignment linked to internet usage. Failure to adhere to the guidelines may result in the suspension or revocation of the offender's privilege of access to the internet.

## **Permission form to travel & participate in off campus activities**

I hereby grant permission for my child to participate in off-campus educational activities such as trips to Emerald Coast Technical College, Northwest Florida State College and to include, but not limited to volunteer work, Food for Thought, Grace Rides, The Matrix, pertaining to instruction and vocational preparation during the school year. I understand that the trips will be properly chaperoned and all school policies and safety precautions will be followed. I will not hold the above named school or its employees liable for an accident which might occur. I also hereby consent for my son/daughter to be transported by the school by WCSD bus or by WACS van to the aforementioned activities.

# **Walton Academy Charter School**

**2024-2025**

## **Behavior Plan Student Handbook**

### **Acknowledgement Form**

By signing below, I certify that the Walton Academy Behavior Plan & Student Handbook has been explained to me and that I have had an opportunity to ask questions.

In signing, I also certify that I have received a copy of the Student Code of Conduct Handbook.

My signature indicates that I have read and understand the rules of Walton Academy.

My signature as a student on this form also indicates that I agree to accept and comply with these rules and the direction of staff at all times.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_