
Walton Academy

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2019-2020

Behavior Plan & Student Handbook



ADMINISTRATIVE TEAM

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The mission of Walton Academy is to develop and sustain positive relationships, creating a respectful and responsible learning environment and community.

Table of Contents

Behavior Plan/Special Note Regarding Suspensions	Page 2-3
Attendance and Supervision	Page 3-4
Tardy Policy, Personal Electronic Devices and Cell Phone Policy, Parking	Page 4-5
Level One- Minor Offenses	Page 6-7
Level Two- Intermediate Offenses	Page 7-10
Level Three- Major Offenses	Page 10-14
Bus Rules of Conduct for Students	Page 14-15
Rules and Regulations: Visitors, Passes, and Telephone Use	Page 16
Student Dress and Grooming	Page 16-17
Backpacks, Purses, Athletic Equipment, Lunch Containers, and Medication	Page 18
Personal Property, Sexual Harassment, Searches, and Illegal Contraband	Page 18-19
Release News/media, Off Campus activities, Internet Access	Page 19-20

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, productive, and straightforward strategies that can be administered immediately. It also ensures due process for the students.

Students who violate the attendance or behavioral expectations shall receive correction according to the guidelines and procedures outlined in the Walton Academy Attendance/Behavior Plan. Actions that will be taken may include, but are not limited to:

Warning/ Verbal Reprimand	Conflict Mediation
Parent Conference	Counseling
Assignment to the In-School Suspension Room	Penalty Box
Attendance Conference	Out-of-School Suspension
Teacher/Student Behavior Conference	Referral to Law Enforcement
Attendance Contract	Pre-Expulsion Conference
Behavior Contract	Withdrawal
Recommendation for Dismissal	

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

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 behavior plan are applicable to Exceptional Education Students and 504 students based on accommodations and or modifications made to individual IEPs.

Students should be removed from the school environment immediately following an out-of-school and/or bus 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 the referral originated.
- Students will be sent to the Redirection (Also known as ISS) 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 actions will result in an increase in the number of days suspended.

Attendance and Supervision

School Hours:

School begins at 7:55 AM and ends at 2:55 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 a 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 6th period teacher to the parent/guardian.

The accumulation of five (5) unexcused absences will result in a mandatory attendance conference with the parent/guardian and student. The 6th period teacher will inform administration to set up a conference. During this conference, the student will be placed on an attendance contract.

The accumulation of eight (8) unexcused absences will result in a phone call from the 6th period teacher to the parent/guardian.

The accumulation of ten (10) or more unexcused absences will result in a mandatory attendance conference with the parent/guardian and student. This meeting may result in the student being sent to truancy court.

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

Unexcused absences will result in the student receiving a grade of "0" in that class for that day.

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

Excused Absences: Students may only submit a "parent/guardian signed note" for up to ten (10) excused absences each semester. After the 10th note has been sent, a medical note is mandatory

unless pre-approved by administration.

Florida law requires each parent of a child from ages 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 this 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). Any student placed with the Department of Juvenile Justice, then his or her probation officer or agency contact person(s) will be notified of the absences.

Tardy Policy:

The accumulation of three (3) tardies during the nine week quarter will result in a phone conference by the Attendance Officer 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.

Students who are tardy 10 or more minutes after the tardy bell has rung, will be assessed an unexcused absence.

The parent/guardian of the student will call by 8:30 am if the student is going to be absent/late.

When a student arrives on campus after 8:30 without an appropriate excused documentation and the parent/guardian is not able to be reached, the student is sent to re-direction room until parent contact is made to update the parent or until the end of the current class period.

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 and 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 turned into their L.F.A.D. teacher's electronic box at the beginning of the day during security check-in procedures. Students will receive their electronic device upon leaving campus at the end of the day. The use and/or possession of any electronic device in the class will result in a disciplinary consequence. Upon the first confiscation, the electronic device may be returned as the student departs campus for the day. Subsequent confiscations will result in a parent/guardian picking up the device.

Parking:

Students must park 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. Students are not permitted to return to their vehicle during the school day and cannot leave campus during lunch. Administration reserves the right to revoke student parking privileges at any time.

Minor Offenses

Minor offenses, whenever possible, should be dealt with by the classroom or supervising teacher, consistently utilizing appropriate interventions. If repetition of these offenses occurs, a formal discipline referral will be necessary. These offenses include, but are not limited to, the following:

Offenses	Explanations
Not on Task	Not participating in classroom assignments or projects.
Inappropriate Comments/ Profane Language	Comments that disrupt the learning environment.
Sleeping in Class	Head down on desk and not participating in classroom activities.
Eating and/or Drinking in Class	All food should be consumed in the lunchroom.
Minor Classroom Disruptions	Causing a minor disturbance and stopping immediately when asked.
Minor Defiance/ Disrespect/Noncompliance	Not following verbal commands initially. Expressing remorse or apologizing for his or her actions.
Dress Code Violation	Any violation of the dress code policy.
Tardiness	<u>To Campus:</u> Walkers, riders, and drivers are considered tardy to school if arriving after 7:30 a.m. <u>To Class:</u> Students are considered tardy when arriving after the first bell has sounded.
Inappropriate Public Display of Affection	Kissing, hugging, handholding, or touching others.
Offensive and/or Inappropriate Touching of Another Person/ Horseplay	Touching of another person in an inappropriate and intimate manner.

Minor Offense Consequences Discipline Guidelines and Procedures

Lack of cooperation in the Redirection (In-School Suspension) Room will elevate the discipline consequence.

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

Offenses	Consequences
1 st	Upon receiving the first Minor Offence referral: <ul style="list-style-type: none"> • The student will be referred to the discipline office for a review of the Walton Academy's Discipline Plan. This may also include time spent in the Redirections (In-School Suspension) Room. The referring teacher will make parent contact.
2 nd	Upon receiving the second Minor Offence referral: <ul style="list-style-type: none"> • The student will complete prescribed classroom assignment(s) in the Redirection (In-School Suspension) Room. • The referring teacher will make parent contact.
3 rd & 4 th	Upon receiving the third & fourth Minor Offence referrals: <ul style="list-style-type: none"> • The discipline staff will make parent contact and report the student's behavior and outline probable future actions if misbehaving continues. • The student will complete prescribed classroom assignments in the Redirections (In-school Suspension) Room for a prescribed length of time.
5 th – 8 th	Upon receiving the fifth – eighth Minor Offence referrals, the student will remain in the Redirections (In-School Suspension) Room until seen by the Dean to be given the following consequences: <ul style="list-style-type: none"> • The student will be referred to the guidance counselor who will schedule a mandatory parent/teacher conference, to be held within 2-5 days. Internal staff will be invited as appropriate. • The student's name will be sent to the MTSS team for further assessments.

- ❖ The writer, or the referral originator, is expected to call the parent/guardian by the end of the work day and to maintain a telephone log.

Intermediate Offenses

Offenses involving 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 educational process including one created by an electronic device or by having to be physically removed from the classroom by the SRO or multiple requests from a school administrator before leaving.
Insubordination, Defiance of School Officials, and Continued Violation of School Rules	Defiance or disrespect shown toward school officials, which results in the disruption of the learning process. The defiance/insubordination requires the administrator to give multiple requests before the student cooperates or the SRO had to physically remove the student from the area.
Skipping	Unauthorized absence from class.
Leaving Class Without Permission	Leaving class without the teacher's authorization.
Threats, 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, which 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.
Possession or Control of Tobacco Products	Having tobacco products in your possession and/or bringing them on campus and/or school bus.
Stealing, Larceny, Petty 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 (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. 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
Forgery	Unlawfully falsifying documents or signatures.
Intervention Room Infraction	Defiance toward the policy and procedures set forth in the Intervention 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.
Property Misuse/Technology Violation	Viewing inappropriate websites or destroying consumable or non-consumable supplies.
Cheating or Plagiarism	To commit literary theft; to steal, or pass off the ideas or words of another as if they were your own.
Using Cell Phones or Electronic Devices in Class	Cell phones and electronic devices should be used outside the buildings before and after school.
Possession of Contraband	Possession of lighter(s), electronic device(s), sharpie maker(s), disruptive material(s), gang related material(s)

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

Intermediate Offense Consequences Discipline Guidelines and Procedures

Offenses	Consequences
1 st	Student may receive up to a 5-day out-of-school suspension or other consequences as deemed appropriate

2nd and 3rd	Student may receive up to a 10-day out-of-school suspension.
4th	Student 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

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

Offenses	Explanations
ALCOHOL (A.L.C)-(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 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, any 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)- (major disruption 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. Example: 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.
DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU) (illegal drug possession or use)	The use or possession of any drug, narcotic, controlled substance, or any substance when used for hallucinogenic purposes.
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.)

<p>THREAT/INTIMIDATION (TRE) (instilling fear in others)</p>	<p>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> – an 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 the 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.</p>
<p>TRESPASSING (TRS) (illegal entry onto campus)</p>	<p>To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.</p>
<p>VANDALISM (VAN) (destruction, damage, or defacement of school or personal property)</p>	<p>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.)</p>

<p>WEAPONS POSSESSION (WPC)(possession of firearms and other instruments which can cause harm)</p>	<p>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 common a 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.)</p>
<p>OTHER MAJOR (OMC) (major incidents that do not fit within the other definitions)</p>	<p>Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Example: Student producing or knowingly using counterfeit money; participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.</p>
<p>BULLYING / HARASSMENT (BHA) (intimidating or hostile behaviors)</p>	<p>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.</p>
<p>FIGHTING (FIT) (mutual combat, mutual altercation)</p>	<p>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.)</p>

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 individual's school performance or participation (6A-19.008(1) SBE Rule). An incident when one person demands a sexual favor from another under the 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 of 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 other 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 concerted 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.
Discharging of a Firearm	Discharging of any pistol, rifle, shotgun, air-gun, or any other device.
Bomb Threat	Any such 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 fire alarm station.
Intentionally Making False Accusations	Intentionally making a false accusation or statement that jeopardizes the professional reputation, employment or 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.

Major Offense Consequences Discipline Guidelines and Procedures

Offense	Consequence
1st	Student may receive a 10-day suspension. Student will also be recommended for expulsion to serve the terms of the original expulsion. 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.
- ❖ Student who has 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.

Bus Rules of Conduct for Students

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:

1.	Stand off the roadway while waiting for the bus.
2.	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.
3.	Students must obey the driver at all times.
4.	Students will remain in their seats at all times.
5.	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 attention on the road at all times.
6.	Keep hands, feet, arms, and head to yourself and inside windows at all times.
7.	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. Students may also be suspended from riding the bus.
8.	No eating, drinking, or smoking is permitted on the bus at any time.
9.	Students must report to the bus stop in a timely manner. The bus cannot wait for those who are tardy.
10.	The emergency exit must not be tampered with and must not be used for ordinary boarding and exiting.
11.	No animals will be allowed on the bus.
12.	Small objects such as bottles that could get underfoot and cause the passengers to trip or fall will not be permitted on the bus.

Bus Notes:

Students who wish to ride an alternate bus, must provide written documentation from parent/guardian. This note must contain the parent/guardian's name and phone number, name of student, name of student that he/she will be riding the bus with and the reason for the change. An administrator will contact the parent/guardian to confirm this authorization prior to the student leaving school. If we are unable to contact the parent/guardian to authorize transportation changes, the student must continue with initial documented transportation arrangements. Notes should be submitted to the main office prior to 10:00 a.m.

Walton Academy Bus Discipline Guidelines and Procedures

Students are expected to obey the driver at all times.

The driver has the authority to assign students to certain seats.

The driver shall issue verbal warnings, contact parent or guardian, and issue written bus referrals for violations of bus rules.

The principal or designee shall consider the bus driver's recommendation for discipline when making a decision regarding the consequences of a bus referral.

The principal or designee shall suspend a student from riding the bus for constant rule violations and defiant bus behavior.

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).

Walton Academy

Rules and Regulations

Students are expected to act responsibly and are held accountable for their decisions. They are to follow the instructions of all instructional and support staff of Walton Academy at all times. Failure to do so will result in disciplinary action.

Visitors

Walton Academy is a restricted access facility.

1. All visitors must sign and receive a visitor badge upon arrival.
2. No one enters classrooms without the prior consent of the principal or designee.
3. Friends from other schools are prohibited from visiting.
4. 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.
5. 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 approved by communicating directly over the phone, email, in person or radio.

Telephone Use

Office telephones are for official business. Telephones in the classrooms are for teacher use only. After-school plans and transportation arrangements should be made prior to arrival at school. At the teacher's discretion, all student phone calls will be made inside the Redirection room in the presence of a team member.

Student Dress and Grooming

Section I

The Walton Academy Dress Code:

- All pants, shorts and skirts must have belt loops made by the manufacturer.
- All students are required to wear a belt while on school property.
- All pants, shorts and skirts must be worn around the student's waistline (no sagging)
- No holes in any clothing worn, including pants, skirts and shorts.
- No leggings or jeggings
- Shorts and skirts must be no more than three inches above the knee
- No decorations, advertisements, or other insignia
- **School polo shirts must be worn at all times**
 - School polo shirts must be tucked in at all times.
 - School shirts must be the outermost garment worn.
 - No hooded garments. Long sleeve garments, including sweaters, are permitted under the school polo shirt.
 - Students are not permitted to draw on and/or vandalize their school uniform shirt.
- Hats on are not permitted on campus. Hats must remain in the security room during the school day. Students are permitted to collect hats when exiting through security room at the end of the day.
- Clothing may not be worn inside out
- Clothes must be appropriate for the student's size
- No oversized or under-sized clothing will be permitted
- No head coverings permitted on campus (bandanas, scarves, hoodies, headbands etc.)

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 article of 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.

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 unable to bring appropriate clothing, a Walton Academy team member will attempt to find proper clothing. If unable to get appropriate clothing for the student, then 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.

Backpacks • Purses • Athletic Equipment

Backpacks and purses are permitted. These items and all personal athletic equipment (basketballs, footballs, soccer balls, etc.) must remain in the security shed and 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. **The school will not be responsible for loss or theft of student items.**

Lunch Containers

Students who bring their lunches must place them in the container labeled “student lunches” during morning security check-in procedures. Once the security procedures have been completed, the student lunches will be taken to the lunchroom to be stored in the refrigerator. During their lunch time, the student will be given their lunch container by a Walton Academy team member only. Students will not be permitted to get any item out of the lunchroom refrigerator themselves.

Medication

Medication will be dispensed by a trained team member. Permission forms to administer medication are provided in the application packet and are available upon request. No medication will be received by the school without first the appropriate documentation and medication being received and verified by the school’s assigned administrator. Students who have a need to carry inhalers for asthma must have a medication administration form on file in the school office.

Any child self-medicating will be subject to disciplinary action.

Personal Property

On occasion, there has been confusion related to the giving, loaning, sharing, or trading of personal property items. Students are solely responsible for all personal property. This practice is prohibited and 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 assault; 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 a random search. Searches may be 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 may also result in disciplinary action.

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 parent/guardian and student, each of you fully understand this information and agree for participation in these activities.

Permission form to travel & participate in off campus activities

I, hereby grant permission for my child to participate in off-campus educational activities (including volunteer work) 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 names school or its employees liable for an accident,

19.

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.

Internet Access Agreement

I, hereby grant permission for my child to participate in the usage of the internet for the sole purpose of the educational assignment. 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 aforementioned guidelines may result in the suspension or revocation of the offenders privilege of access to the internet.



Walton Academy
2019 – 2020
Discipline Plan and Student Handbook

Acknowledgement Form

By signing below, I certify that Walton Academy Discipline 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 as a student 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: _____

- **Must be returned to front office with student signature!!!!!!**