



**Student Handbook  
2021-2022**

**Walnut Grove Elementary School (WGES)**

460 Highway 81 South

Covington, Georgia 30014

Telephone – 770-784-0046

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Web Page – [www.walnutgroveelementary.org](http://www.walnutgroveelementary.org)

**Walton County School District (WCSD)/Walton County Board of Education (BOE)**

200 Double Springs Church Road

Monroe, Georgia 30656

Telephone – 770-266-4520

WCSD Website – [www.walton.k12.ga.us](http://www.walton.k12.ga.us)

**WCSD Transportation**

Telephone – 770-207-3200

**Policies and procedures are subject to change during the school year to protect the health and/or safety of students and staff members.**

**Walton County School District (WCSD) PAGES (Parent Achievement Guide for Every Student)**

The Walton County School District (WCSD) PAGES (Parent Achievement Guide for Every Student) is used to communicate between teachers, the school, the school system, and parents/guardians.

### **Mission Statement and Beliefs**

Walnut Grove Elementary School's mission is to challenge, support, and inspire our students to build positive character traits, to set and achieve individual goals, and to become lifelong learners and problem solvers.

The Walnut Grove Elementary beliefs are:

- the focus of a school should be on student learning; students must feel safe and nurtured in the school environment to learn;
- all students are capable of success; students must feel successful to perform successfully; students should develop academic, personal, and social skills while at school to enhance educational growth;
- instructional time must be used efficiently for student learning; effective learning opportunities must be provided to all students; education is vital and valuable; and
- a foundation for future learning should be built at the elementary level.

### **Chain of Command for Questions/Concerns**

<b>Discipline</b>	<b>Curriculum</b>	<b>Transportation</b>
<b>Teacher</b>	<b>Teacher</b>	<b>Assistant Principal</b>
<b>Assistant Principal</b>	<b>Counselor</b>	<b>Principal</b>
<b>Principal</b>	<b>Assistant Principal</b>	<b>Transportation Director</b>
<b>Appropriate Director</b>	<b>Principal</b>	<b>Assistant Superintendent/Facilities</b>
<b>Assistant Superintendent/Facilities</b>	<b>Appropriate Director</b>	<b>Superintendent</b>
<b>Superintendent</b>	<b>Assistant Superintendent/Curriculum</b>	<b>School Board Member</b>
<b>School Board Member</b>	<b>Superintendent</b>	<b>State Department of Education</b>
<b>State Department of Education</b>	<b>School Board Member</b>	
	<b>State Department of Education</b>	

## **After School Hours Events**

Students attending after-school hours events (PTO event, music program, etc.) must have a supervising adult responsible for the student at the event for the entire time. This adult can be a parent/guardian, grandparent, or the parent/guardian of another WGES student who has agreed to transport the student to and from the event and supervise the student while at the event. Students cannot be dropped off at an event and picked up at the end of the event. After-school events will be canceled when school is closed, or after-school events are canceled due to inclement weather.

## **After-School Program**

The LEAP After-School Program is available for free to a certain number of allotted students. The hours are 3:20 p.m. until 6:00 p.m., Monday through Friday. LEAP is a federally funded program designed to assist students with homework and offer enrichment activities in a safe, educational environment. Transportation home provided for students in the WGES attendance zone. An application for the afterschool program is required. This program is subject to change based on funding.

## **Animals/Pets**

Animals, including pets, should not be brought into the school building or onto the school grounds unless prior approval has been obtained for a class activity or school program (unless a certified service animal).

## **Arrival and Dismissal**

### ***Bus Riders***

Students who ride a school bus to school are dropped off at the front entrance of the school. Students who arrive at school after 8:30 a.m. on a late school bus are not considered tardy and are given the opportunity to eat breakfast. Students who ride a school bus home will be dismissed to the front entrance of the school to be loaded on school buses as each bus arrives. School bus rules and procedures are listed in this handbook. Misbehavior on the school bus may result in a consequence, including suspension from the school bus, and a school consequence, including suspension from school.

Riding the school bus is a privilege, not a right. Improper conduct on the school bus may result in students being suspended or expelled from the school bus or other disciplinary action being taken as specified in the student behavior code, including suspension or expulsion from school. Either bus drivers or school administrators may assign students to particular seats for violation of rules and procedures. Consequences for minor offenses may include verbal warning, reassign bus seat, private conference with the student, parent notification form sent home, or parent/guardian call. The consequences for an administrative referral may include suspension from riding the bus for a period of time or expulsion from riding the bus.

The Walton County School District Code of Conduct applies and is enforceable at the bus stop. Violations of the Code of Conduct at the bus stop may result in a disciplinary consequence or consequences (bus or school).

Students cannot transport medication to or from school. They cannot have medication, prescription or non-prescription, on the school bus except for inhalers, epi-pens, oral diabetic medication, and insulin delivered through an insulin pump.

Pre-K and Kindergarten students will be brought back to the school if no one meets the student at their bus stop. Students who indicate that they do not have a key to their home or are concerned about going home because no one is at home will be brought back to the school.

Students may be videotaped while on the school bus.

The Walton County School District Code of Conduct applies and is enforceable at the bus stop. Violations of the Code of Conduct at the bus stop may result in a disciplinary consequence or consequences (bus or school).

Students may be videotaped while on the school bus.

### ***School Bus/Bus Stop***

#### ***School Bus Rules***

- follow the directions of the bus driver at all times
- do not crawl under the bus or reach under the bus to get an item that has been dropped when getting on the bus or getting off the bus unless the bus driver knows that the item has been dropped and the bus driver has given a signal that it is okay to get the item
- safely wait for, board, and exit the bus only at your assigned bus stop
- look for traffic and wait for the bus driver's signal to cross the road in front of the bus
- do not walk back in front of the bus after having crossed in front of the bus unless the bus driver has indicated that it is safe to do so
- approach and enter the bus in a single file
- remain appropriately seated at all times; do not walk around the bus, get up to talk to the bus driver or other students around the bus, or change seats
- keep hands, arms, and legs away from the windows and confined to your seat area
- arms, hands, heads, and other body parts or objects cannot be placed outside the window of the bus
- whisper; do not use a loud voice, scream, whistle, etc.; loud voices and profanity are not allowed
- unnecessary loud noises should be avoided
- do not eat, drink, chew gum, or bring tobacco products on the bus
- no striking of matches or smoking
- do not bring animals, glass objects, or items too large to hold on the bus
- firearms, fireworks, knives, potentially explosive devices, or any sharp or dangerous instrument or weapon may not be in a student's possession on the bus or at the bus stop
- help keep the bus clean and in a good, safe condition
- do not damage the seats or other parts of the bus
- do not write, scratch, or carve on the bus walls and seats with pencils, pens, or other objects
- do not operate cell phones while on the bus
- do not turn on or use electronic devices including cell phones, beepers, pagers, radios, or tape players while on the bus
- do not use mirrors, lasers, flash cameras, or other reflecting devices in any manner that interferes with the operation of the school bus or other vehicles
- sit in your assigned seat (all students will have an assigned seat on the bus; boys and girls will be kept separated on the bus where seating is permitted with girls on the right side of the bus and boys on the left side of the bus)
- do not save seats for other students or refuse to let other sit
- books or clothing cannot be placed in seats, taking up seating room needed by other students
- all elementary students are encouraged to wear their bus identification tags
- learn your bus route number (route numbers are on a tag on the front bumper, the window on the passenger side, and back of the bus)
- misbehavior on the bus will result in disciplinary action with possible suspension from riding the bus or school consequences

- no disrespectful conduct towards the bus driver or any other person of authority on the bus, including profanity, obscenity, ethnic or racial slurs, or sexual or racial harassment, should take place
- remain in the seat until the bus has stopped
- do not throw objects (spitballs, paper clips, books, clothing, etc.)
- do not hit, kick, slap, spit, or engage in any act of physical violence
- do not engage in any type of threatening behavior
- do not engage in conduct that could be considered to be bullying
- do not use profanity, obscenities, or ethnic or racial slurs; do not take part in behavior that could be deemed to be sexual or racial harassment
- the back door of the bus should never be used except in extreme emergencies
- students may not get off the bus or catch the bus at the store or in town
- if going home with another student on the bus, a signed note must be presented to the bus driver before leaving the school grounds
- parent/guardian and school permission must be obtained for a student to ride a different bus home in the afternoon than was ridden in the morning
- Pre-K and Kindergarten students will be returned to the school if no one meets the student at their bus stop. Students who indicate that they do not have a key to their home or are concerned about going home because no one is at home will be brought back to the school.

#### ***School Bus Procedures***

- be at the bus stop five minutes before pick-up time
- wait quietly on the side of the roadway where you live
- stand back from the moving traffic
- demonstrate appropriate behavior at the stop
- cross only in front of the bus
- never get close enough to touch any part of the bus when crossing
- wait for a hand signal from the bus driver before crossing a roadway
- look in both directions for traffic (left, right, left again) before crossing a roadway
- look at the bus driver (if you can see the bus driver, the bus driver can see you)
- signal the bus driver with a waving motion if you drop something when getting on the bus or getting off the bus and wait for the bus driver to give you a signal before picking up what you dropped
- use the handrail as you go up or down the steps
- approach and enter the bus in a single file
- walk-up or down the steps
- do not jump off the steps
- sit the safe way (back against the back of the seat, bottom against the bottom of the seat)
- stay seated until time to get off the bus; the open bus door is the signal to get up from a seat
- talk with a quiet voice; do not distract the bus driver at any time because it could cause an accident
- be silent at railroad crossings

#### ***Car Riders***

#### **Morning Drop-Off (8:00 a.m. – 8:35 a.m.)**

- Students may be dropped off at the side entrance to the school building from 8:00 a.m. until 8:35 a.m. when there is a staff member on duty. Students who wish to eat breakfast at school should arrive at school by 8:20 a.m. to have sufficient time to eat breakfast without being tardy to class.
- The side entrance to the school building can be reached by way of the school side driveway, which is off of Cannon Farm Road.

- The school side driveway is one-way from Cannon Farm Road, and vehicles should not turn onto the school side driveway from Highway 81 or turn right from the school parking area.
- Individuals dropping off students should form a single line for student drop-off.
- All individuals should remain in their vehicle while waiting in the car rider line.
- Students should be in a seat and wearing a seatbelt and not sitting in the lap of an adult or other student.
- The designated area for drop-off is on the left side of the school driveway. If possible, students should sit in the back seat and on the driver's side of the vehicle to exit the vehicle without walking in front of the vehicle.
- If a student needs to sit on the passenger side of the vehicle, they should walk in front of their vehicle to reach the sidewalk rather than behind it. Vehicles should not move until the student is on the sidewalk.
- Vehicles should not go around another vehicle that is stopped to drop off a student or students.
- After dropping off a student or students, vehicles should exit by way of the school driveway onto Highway 81 (there is a left turn lane and a right turn lane to exit onto Highway 81).
- After 8:35 a.m., individuals driving a student or students to school should drive to the parking area, park (not in a designated parking space or a handicapped parking space unless handicapped parking is needed by the student or driver), and walk the student(s) into the school building. Vehicles should not park against the curb. Students should not be dropped off at the side entrance to the school.
- While driving in the parking lot, drivers should stop and wait for all students to exit a school bus or buses that are unloading students before going around the school bus(es). Drivers should never drive around a school bus that is unloading students.
- Students should walk with an adult in the parking area. Adults and students should look carefully before crossing.
- Students arriving at school after 8:40 a.m. are considered tardy. After 8:40 a.m., an adult must sign in the student in the office and complete a late pass for the student to take to their class. Adults may not walk down to the classroom with the student after 8:30 a.m.

#### **Afternoon Pick-Up (3:20 p.m. – 3:50 p.m.)**

- Students may be picked up at Walnut Grove Elementary from 3:20 p.m. until 3:50 p.m. at the side entrance to the school building when there is a staff member on duty.
- Students should not be checked-out from the office or lobby between 2:30 p.m. and 3:50 p.m. except when being dismissed from the clinic, when they have an appointment when the student or parent/guardian requires the use of handicapped parking when there is a family emergency, or on days on which a special school event takes place.
- Vehicles picking up a student or students should have a Walnut Grove Elementary Car Rider sign with the name(s) of the student(s) posted on the inside of the driver's side of the front windshield of the vehicle after the first day of school. If a vehicle does not have a sign, the driver may be directed to the office to check out the student(s).
- All individuals should remain in their vehicle while waiting in the car rider line. Children should not be allowed to get outside of their vehicle while waiting in the car rider line.
- Students will not be dismissed to an individual who is not in a vehicle or an individual in a vehicle that is not in the car rider lane.
- Individuals picking up students must reach the school side driveway by way of Cannon Farm Road.
- The school side driveway is one-way from Cannon Farm Road, and vehicles should not turn onto the school side driveway from Highway 81 or turn right from the school parking area.
- Individuals picking up students should form a double-line for student pick-up.
- Unless there is no back door on the driver side of the vehicle, students will be loaded into a vehicle through the back door on the driver side of the vehicle.
- Staff members will assist students by opening vehicle doors. Opening the door to a vehicle is a courtesy, and a staff member has the right to refuse to do so for reasons such as an animal in the vehicle.
- Staff members may not buckle a student into a car seat or a seat belt. Drivers needing to buckle a child into a car seat/belt should pull down to below the area in which car riders are loaded after their child has

been loaded into their vehicle and they have been directed to move their vehicle and then buckle their child into the car seat/belt so that the line behind them can continue to move.

- A driver should not move their vehicle until directed to do so.
- After picking up a student or students, vehicles should exit by way of the school driveway onto Highway 81 (there is a left turn lane and a right turn lane to exit onto Highway 81).
- At 3:50 p.m., all car riders who have not been picked up will be brought to the office to be picked up from the office.

### ***Walkers***

Students in Pre-K through 1st grade and their siblings will have the option of being afternoon walkers. Walkers is only an option for afternoon pick-up. Walker parents **MUST** park in a parking place and stand with their walkers signs at the Music Room entrance of the school outside of the building. Be prepared to show your I.D. when picking up walkers. Only individuals on the walker checkout sheet will be permitted to pick up a student. Parents will not be allowed inside the building during walkers...rain or shine, so be prepared. Walker parents or approved individuals must have their Official WGES Walker I.D sign from the school to pick up walkers. This is a safety measure for our students. Walkers must be picked up by no later than 3:30 and be safely escorted to their cars by parents/designees for departure. We ask that parents/designees depart as soon as possible. Please note that there is at least a one-day lag in signing up for walkers and getting on the list. Parents **MUST** have the blue walker ID card to pick up walkers. Please be sure you always have the blue ID card at pick-up. This is our safety measure for walker pick-up.

### ***Walking/Riding a Bike to and from School***

No student may walk to or from school or ride a bike to or from school without written parent/guardian permission.

### ***Transportation Changes***

- If there is a change in how a student is to go home for one day or several days, a transportation note signed by a parent/guardian must be provided to the school. The note should include the name of the student, how the student is to go home, the time that the change will be in effect, and a valid phone number.
- Transportation changes cannot be accepted over the telephone. A transportation change may be faxed to the school or scanned as an attachment and emailed to the school receptionist in an emergency. This should not take place on a routine basis. This fax/attachment must include the parent's/guardian's signature, driver's license, and a telephone number at which the change can be verified. The parent/guardian should call the school to ensure that the fax or email was received before dismissal.
- To ride a different bus or get off the bus at a different stop, a student must give the bus driver a permission note from the school office before leaving the school grounds. The note must be signed by a parent/guardian and signed by a school official or stamped with the school stamp. The note should include the name of the student and the address to which they will be going.
- A signed note from a parent/guardian must be provided for a student to ride home on the bus or in a car with another student.

## **Attendance**

### ***Tardies/Check-outs***

- Students arriving at school after 8:40 a.m. (including coming from breakfast), according to the school Lobby clock, will be considered tardy unless arriving late due to a late school bus.
- If a student is checked out before the end of the school day, it is considered an early check-out. An early check-out will be indicated as a tardy on the student's report card.
- Students should not be dropped off at the front of the school at any time. Students entering through the front door must be accompanied by a parent/guardian.

- Tardy students should be escorted into the school building by the individual driving them to school, signed in as tardy by that individual, and given a tardy slip. Students who are not signed in may be marked as absent for the day since there may be no documentation that they arrived late to school.
- The information provided by the enrolling parent determines who may and who may not check out/pick up a child. We cannot accept changes concerning check-out, transportation, or pick-up over the phone.
- Students must be present for at least one-half of the instructional day to be counted present.
- Students receive instruction until five minutes before the end of the school day and, therefore, should not be checked out before the end of the school day unless they are ill or have a medical appointment.
- Anyone checking out a student, including parents/guardians, must be prepared to show a picture ID at any time during the school year.
- A note should be sent if someone other than a parent/guardian will be checking out a student unless a parent/guardian has indicated on the student's information sheet that the individual may pick up the student without a note.
- Students will be called for check-out from the classroom rather than waiting in the office or lobby.
- For a tardy or early check-out to be considered excused, documentation of a doctor or dentist appointment must be provided.

### ***Attendance/Absences***

- As permitted under state law and State Board of Education policies, students may be excused for the following reasons:
  - a. personally ill and when attendance in school would endanger their health or the health of others;
  - b. severe illness or death in their immediate family which necessitates absence from school;
  - c. mandated order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
  - d. celebration of religious holidays;
  - e. conditions which render attendance impossible or hazardous to their health or safety;
  - f. voter registration or voting, for a period not to exceed one day; and
  - g. prior permission of the principal and consent of a parent or legal guardian. (It is the responsibility of the student to secure and make up all work for this type of absence, not the teacher.)
- Students must be present for at least one-half plus one minute of the instructional day (from 8:40 a.m. until 12:00 p.m. or from noon until the end of the school day) to be counted present.
- Excuses for absences should be furnished in writing within three (3) school days of return to school, signed by the student's parent/guardian, and should expressly state the reason(s) for the absence. The school has the authority to require additional proof of the legitimacy of the excuse. (For example, the school may require a doctor's statement justifying the student's absence and may require evidence the child's condition rendered the child incapable of attending school.) Excessive absences will require a doctor's note.
- A doctor's statement justifying the absence(s) of the student or proof of the student's condition rendered the student incapable of attending school may be required after a student acquires ten (10) absences (excused and unexcused).
- According to Walton County School District Board policy, absences due to out-of-school suspension are considered unexcused.
- Tardies and early check-outs (shown as tardies) are considered excused if an excuse from a doctor or dentist is provided within three days.
- Proof of the legitimacy of excessive requests for early check-ins/check-outs may be required.
- Students with excessive tardies or early checkouts may be referred to the school Attendance Support Team and the school social worker.
- Students with five (5) or more unexcused absences or an excessive number of excused absences may be referred to the Attendance Support Team and the school social worker.

- Information concerning Mandatory Education for Children between Ages 6 and 16 and the Georgia Compulsory School Attendance law can be found in the Parent Achievement Guide for Every Student.

### ***Missed Work due to Absences/Make-up Work***

Students are permitted and encouraged to make up work missed due to an absence. Work that needs to be made up will be sent home with the student when they return to school. If a student will miss several days of school, parents/guardians may call the school to request make-up work for their child. This make-up work can be picked up at the end of the next school day. Work for grades cannot be made up at home and must be made up when the student returns to school unless the student is on Hospital Homebound and the work is done with the hospital/homebound teacher.

### **Before School Care**

WGES Before School Care is offered from 6:30 a.m. until 8:00 a.m. for students enrolled at WGES. The enrollment packet and registration form are available on the WGES website. Parents/guardians pay for their children to participate in the Before School Care program. Registration fees are due with a completed application one day before your child may attend the program. The registration fee plus the first week's fees will be due by the first day of school, along with a signed application for students to attend on the second day of school.

### **BEFORE SCHOOL CARE FEES:**

A \$25.00 registration fee per family is required annually. The program costs \$25.00 per week, paid before the beginning of the week, per student. For drop-ins, \$8.00 (CASH ONLY) per day per student must be paid upon entry. For drop-ins, the registration fee must be paid, and the application must be approved.

### **Birthday Recognition/Special Events**

- Cupcakes, individual cookies, individual snack cakes, etc., sent for a student's birthday or celebrations and parties **must be store-bought and in the store container or packaging. No homemade cupcakes, cookies, etc., may be sent.**
- Each class may have up to two class parties during the school year.
- While birthdays are very special occasions, birthday parties are not permitted at school. However, if you make arrangements with the teacher in advance, you may bring store-bought cupcakes or other individual snacks for your child to share with the class during lunch.
- Cakes or large cookies that need to be cut, candles, ice cream, drinks, decorations, balloons, flowers, stuffed animals, gifts, or favors should not be sent for a student's birthday.
- Singing, games, or other party-like activities should not take place in recognition of a student's birthday or half-birthday.
- Birthday party invitations and other party invitations will only be given out if there is an invitation for each student or the parent/guardian of each student in the class and after the teacher has checked all.
- Students in grades PreK-4 may decorate Valentine's boxes and exchange Valentine's cards as long as a Valentine is brought to exchange with every student. Fifth-grade students do not participate in Valentine's exchange, but they may have goodie bags or a special treat for the whole class if arranged in advance with the teacher.
- PreK may have an egg hunt in the Spring.
- Other celebrations and activities may be added throughout the year.
- Please check with PTO about adding your child's birthday to the WGES sign!

### **Bookbags**

Students in third grade, fourth grade, and fifth grade may take home several books each day. Parents/guardians should consider purchasing a rolling bookbag for their child if concerned about their child carrying heavy books in a bookbag.

## **Cafeteria**

### ***School Cafeteria Guidelines***

- When bringing lunch from home, a nutritious lunch is recommended. It is recommended that canned or bottled soft drinks are not included in lunches brought from home.
- Energy drinks should not be brought to school.
- Food that requires heating should not be sent from home for a student's lunch.
- Food that a student cannot open by themselves should not be sent from home.
- Students should not bring knives with their lunch from home.
- Cupcakes, individual cookies, or individual snack cakes for every student in the class to be eaten at the end of the students' lunch period may be sent for special occasions such as birthdays. All items must be store-bought and in the store container or packaging. No homemade cupcakes, cookies, etc., can be sent. Cakes or large cookies that need to be cut, candles, ice cream, drinks, decorations, balloons, or favors should not be sent. No singing, games, or other party-like activities should take place.
- Parents/guardians are welcome to eat lunch with their children. They are to meet their child in the lobby as their class goes into the cafeteria for lunch. Parents/guardians should pay for lunch as they go through the cafeteria line with their children. Parents/guardians eating lunch with their children will sit at the tables designated in the cafeteria for Visitors. Parents/guardians will only eat with their child and should not invite other children to the Visitor's table. Parents/guardians should say goodbye in the cafeteria or lobby and not walk with the student down the hall or to their classroom or go outside with the class to recess.
- A statement from a physician documenting that a student is allergic to milk or another food item (peanuts, red dye, etc.) must be on file for a substitution to be made on the student's school lunch/breakfast tray. A student must have milk placed on their tray unless a statement from a physician documenting that the student is allergic to milk is on file.
- The tea in the cafeteria is for adults only. The cost to adults is \$1.00 per glass of tea.
- The cost of lunch and breakfast for students and adults is posted in the cafeteria and on the Walton County School District website.
- Students are not permitted to share food items at lunch with other students.

### ***Lunch/Breakfast***

- Information on lunch and breakfast menus and meal prices can be found in PAGES and on the WCSD website ([www.walton.k12.ga.us](http://www.walton.k12.ga.us), Departments & Programs, Nutrition).
- Meals prices and information payment, charges, insufficient checks, refunds, and family applications for free and reduced-price meals can be found in PAGES.
- Breakfast will be served between 8:00 a.m. and 8:30 a.m. Breakfast is extended past 8:30 a.m. for all students who arrive at school on a late school bus.
- Payment for lunch and breakfast may be made by cash, check, or automated meal payment.
- If paying with cash, the money should be put in an envelope on which the student's name, ID number, and teacher's name are printed.
- If paying by check, the check should be made payable to Walnut Grove Elementary, and the home telephone number, the student's name, and the student's ID number should be printed on the check.
- Parents/guardians are encouraged to prepay for meals on either a weekly or monthly basis.
- Parents/guardians are welcome to eat lunch with their children. Parents/guardians sign in and get a visitor sticker before meeting their child's class for lunch. They should meet their child in the lobby as their class goes into the cafeteria for lunch. After lunch, parents/guardians should say goodbye either in the cafeteria or in the lobby and not walk their child to their classroom or go outside with the class to recess.

- Parents/guardians should sign out after they say goodbye to their children after eating lunch with them. If eating with another student, they should sign out, wait in the lobby, and sign back in when it is time for the other student's lunch.
- An individual may eat lunch with a child other than their own if they are on the student's Emergency Contacts list or if the parent/guardian of the student sent a note that day stating that the person has their permission to eat lunch with their child that day.
- Parents/guardians should not take pictures while eating lunch or breakfast with their children since there are children in the school with picture restrictions.

### ***Free/Reduced Meal Benefits***

- Families who qualify for free or reduced meal benefits should complete a family free/reduced meal application each school year.
- One application per family should be completed with all students enrolled in the school system listed and all other family members.
- A new application must be completed each school year.
- Parents/guardians may apply for free or reduced lunch and breakfast benefits at any time during the school year.

### **Checks**

- It is recommended that all items, including school lunch, be paid for by check or MyPayments Plus (online payment system) rather than by cash.
- All checks must include a name, address, and telephone number. Checks without a telephone number may not be accepted.
- Checks over \$150.00 may not be accepted.
- The full name of the student(s) for whom a check is being written should be included on the check, especially when the check is a lunch or breakfast payment. If the check is a lunch or breakfast payment, it is helpful to write the student's ID number on the check to ensure that it is credited to the correct account.

### **Deliveries to Students and Student Gift Exchanges**

Students may not receive items such as balloons, flowers, stuffed animals, etc., at school. These items cannot be taken on the school bus. Vendors/businesses shall not make deliveries to schools for students. Parents may deliver clothing needed at school by a student, individual lunches, or school supplies, such as notebooks, pencils, paper, and textbooks, and these items will be given to the student by school staff.

Students may not exchange gifts with other students while at school or bring gifts for other students to school. This does not apply to treats and snacks for the entire classroom, arranged between teachers and parents/guardians.

### **Display of School Work and Photographs**

Unless notified in writing by the student's parent/guardian in which it is stated that they do not wish for their child's work to be displayed or their child's picture to be used for public use, the student's work may be displayed, or the student's picture may be used in the school yearbook, in the newspaper, in brochures and other information documents about the school or the school system, on the school or school system website, or in videos taken of PTO performances or other school activities.

### **Dress Code**

The Walton County School District Board policy JCDB states, "Students are to dress in a manner that is reasonable and not distracting to other students and teachers. Any dress of an extreme nature will not be tolerated. Each school principal will make final decisions regarding student dress."

### School Dress Guidelines

1. Athletic shoes are required for PE.
2. Backless shoes such as slides, clogs, and flip-flops, and shoes with heels over an inch are not recommended for recess. Students may bring a change of shoes for recess.
3. Clothing should fit appropriately concerning fit, size, and length.
  - a. Clothing should not be oversized or undersized.
  - b. Shorts and skirts should be longer than the length of the end of the middle finger if the arms are extended by the side.
  - c. The bottom should not be exposed (when arms are raised, when sitting, or bending over).
  - d. Pants should not drag the ground.
  - e. The shirt/top should not completely cover the pants/shorts/skirt.
  - f. There should be no gap between the shirt/top and the pants/shorts/skirt. The midriff should not be exposed when standing or when sitting.
  - g. Outer clothing should cover undergarments.
  - h. Tops should cover the upper body except for the arms. The chest area should not be exposed (tops with spaghetti straps, tank tops, etc., should not be worn if the chest is exposed).
4. Clothing should be free of messages or pictures related to drugs, alcohol, or violence; messages or pictures that are perceived as offensive or concerning by others; or messages or pictures that are perceived as gang-related.
5. Hats should not be worn inside the school building, except Hat Days. Hoodies should not be worn inside the school building. Hats may be worn outside during recess. Hoodies may be worn outside during recess when it is cold.
6. Jewelry or ornamental articles worn should not pose a safety hazard.
7. Watches or other items that beep or make noises cannot be worn unless the beep/noise is disabled.
8. Body piercing other than ear lobes should not be displayed.
9. Eyebrows or hair shaving or tattoos that are perceived as gang-related should not be evident.

### **Drug-Free Zone/Tobacco-Free Zone/Smoke-Free Zone**

No student, staff member, or school visitor is permitted to use any tobacco or tobacco product, including the use of an e-cigarette, at any time, including non-school hours, 24 hours per day, seven days per week:

- in any building, facility, or vehicle owned, leased, rented, or chartered by the Walton County School District;
- on any school grounds and property – including athletic fields and parking lots –owned, leased, rented, or chartered by Walton County School District; or
- at any school-sponsored or school-related event on-campus or off-campus
- Smoking/vaping is prohibited at all times on school property. This includes in the parking areas and at after-hours functions.
- Smoking/vaping is not permitted while on field trips or at other school functions away from the school building.
- It is unlawful for any illegal drug to be brought on school property or a school bus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### **Field Day**

- Students in Pre-K through 5th grade may participate in Field Day activities.
- The Gym will be open for restroom and water access.

- Parents and non-school-age younger siblings may stand on the field to view Field Day events as spectators. Adults and siblings may not participate in Field Day activities. You may want to bring a lawn chair(s).
- The established dates for Field Days are subject to change due to the weather.
- Bathing suits are not permitted at Field Day.
- Parents/guardians may come to the school to watch their child participate in the Field Day activities. Non-school-age siblings may come with their parents/guardians to watch Field Day activities. Non-school-age siblings who come to watch the Field Day activities with their parent/guardian should remain in a stroller or with a parent/guardian at all times and not be allowed to play where Field Day activities are taking place. Only the students who are scheduled to participate in activities on that day and at that time are to participate in the Field Day activities.
- Adults and siblings may not participate in Field Day activities.
- School-age children may not come to watch the Field Day activities (this includes home-schooled students and students attending other schools).
- Students attending other grades at the school may not be checked out to watch or participate in Field Day activities.
- Parents/guardians and non-school-age siblings are not to go to classrooms or down the halls before Field Day, during Field Day, or after Field Day. Parents/guardians and non-school-age siblings may wait for Field Day events to begin by standing next to the Gym after awards have been completed.
- Parking for Field Days should be on the hill behind the school.
- No tobacco/tobacco-related products (including e-cigarettes, vapes, dip) or alcoholic beverages are permitted on school property.

### **Field Trips/Chaperones**

- If a field trip is taken, the cost of a field trip (admission cost, mileage of bus(es), cost of bus driver(s), and other expenses) taken by students is financed by student donations or fundraiser activities. If sufficient funds are not collected to pay for the cost of a field trip, the field trip may be canceled.
- Parent/guardian permission must be obtained for a student to go on a field trip.
- Students cannot be checked out by parents/guardians while on a field trip. Students must return to the school on the school bus.
- Parents/guardians may be needed to serve as a chaperone on a field trip. In some instances, parents/guardians may be asked to accompany their child's class on a field trip. Chaperones are responsible for the supervision of students while on field trips.
  - Chaperones are responsible for the supervision of students while on field trips. Due to this responsibility, chaperones may not bring other children or guests on the field trip.
  - Chaperones must take part in volunteer training and have a background check.
  - Chaperones:
    - may not bring other children, including siblings and infants, or adults with them on the field trip;
    - must remain with the students and with the group at all times while on the field trip;
    - may not smoke/vape or drink alcoholic beverages while on field trips;
    - may not take a weapon of any kind on field trips; and
    - must pay for their admission costs if there is an admission charge unless asked to accompany their child on the field trip.

## **Fundraising Activities**

School fundraiser activities include the sale of school pictures and the school yearbook; activities such as Boosterthon; and student participation in activities such as purchasing items from the School Store, the sale of things with a chance to win a prize, and catalog sales of products, such as wrapping paper. The funds raised through these fundraisers go toward the needs of the school, for items like the end of the school year activities, supplies, resources, furniture, technology, and equipment to support instruction; class, grade-level, and school activities; items for student recognition and incentive; items for the school clinic; items to meet the needs of individual students; maintenance and improvement of the school building, grounds, and playground; and professional learning for staff members, and to charities such as Relay for Life and the Walton County United Way.

Participation in all school fundraisers is voluntary.

Payment for school fundraiser activities such as pictures, the school yearbook, and catalog sales are made on a prepaid basis.

The Walnut Grove Elementary PTO offers several fundraiser activities throughout the school year. The funds raised through PTO fundraisers go toward PTO projects for the school.

## **Grading**

In the Walton County School System, students in grades one and two receive letter grades for Language Arts, Reading, and Math. Students in grades three through five receive letter grades in all subjects. Numerical equivalents for the letter grades are as follows: A=90-100, B=80-89, C=70-79, and F=0-69. Students in Grades 3 – 5 are eligible for Principal's List (all A's in all core subjects), Honor Roll (total average of 90 or above with no rounding for all core subjects), and Merit List (total average of 85 to 89.9 with no rounding for all core subjects).

### ***Report Cards and Progress Reports***

Report cards are issued following the completion of each nine-week grading period. Progress reports are sent home at the midpoint of every nine-week grading period. Kindergarten students do not receive a progress report for the first quarter of the school year.

### ***Report Card Grading Procedures***

Report card grades are based on classwork (daily assignments), working toward mastery assessments (vocabulary tests, grammar tests, spelling tests, and comprehension), and assessment of mastery (unit tests, post-tests, final projects, and published pieces).

#### **Reading & English/Language Arts (1st Grade-5th Grade)**

20% - Classwork (daily assignments)

40% - Working toward Mastery (vocabulary tests, grammar tests, spelling tests, comprehension tests)

40% - Assessment of Mastery (unit tests, post-tests, final projects, published pieces)

#### **Mathematics(1st Grade-5th Grade)**

20% - Classwork (daily assignments including timed drills)

40% - Working toward Mastery (quizzes, problem-solving tasks)

40% - Assessment of Mastery (unit tests, post-tests)

#### **Science/Social Studies(1st and 2nd)**

First and second-grade students receive grades of (M) for Meeting Standards or (N) for Not Meeting Standards in the areas of Science and Social Studies.

#### **Science/Social Studies (Grades 3rd-5th)**

50% - Classwork/Working toward Mastery (daily assignments, quizzes, reports)

50% - Assessment of Mastery (unit tests, cumulative projects)

Guidelines:

- grades given on report cards are A, B, C, or F
- A work – exceeds standard/above mastery of skill  
B work – meets standard/mastered skill  
C work – almost meets standard/almost mastered skill  
F work – did not meet standard/did not master skills
- grades should be based on grade-level work (work from ability groups, special education resource classes that are not addressing grade-level skills, EIP pull-out classes, and gifted pull-out classes should not be included in grade)
- a grade may be dropped (entered as exempt) if it does not reflect other grades from that grading period/quarter or if the student showed improvement
- a student should be given a second chance (only one additional chance) to demonstrate mastery of the standard on an assessment of mastery if the grade is a 79 or below; the student will receive the highest of the two grades
- grades should not be given for homework or for work and projects to be worked on at home

## **Health**

### ***Clinic Procedures***

- If a student has a temperature of 100 degrees or higher, a parent/guardian will be contacted to pick up the student. The child may not return to school until they have been fever-free, without the use of fever-reducing medication, for 24 hours.
- A student may be excluded from school, or a parent/guardian may be contacted to pick up the student for the following reasons: fever (100 degrees or higher); diarrhea; vomiting; conjunctivitis (Pink Eye); contagious illnesses such as Measles, Mumps, Chicken Pox, and Strep Throat; head lice; and if based on the professional judgment of the school nurse, the student appears to be ill or possibly contagious;
- If a student is ill, they should stay home until they are without symptoms for 24 hours. It is the Walton County Public Schools procedure that students may not return to school until they have been fever-free, without the use of fever-reducing medication, for 24 hours.
- If a student should become seriously ill, have a seizure, or be injured while at school or during a school activity, a parent/guardian would be called. The student's physician may be contacted if the information is needed in the case of illness or seizure. The school may call 911 for emergency personnel assistance in the case of serious illness, seizure, or injury if deemed necessary by the school nurse and/or a school administrator.
- A parent/guardian should notify the school nurse if a student is diagnosed with a contagious illness.
- Parents/guardians are responsible for changing Pre-K and kindergarten students and all other students in the case of a bathroom accident if assistance is needed.

### ***Medication***

- Students cannot transport medication to or from school. They cannot have any medication, prescription or non-prescription, on the school bus except for inhalers, epi-pens, oral diabetic medication, and insulin delivered through an insulin pump.
- All medication, both prescription and non-prescription, must be brought to the school and signed in through the clinic by the parent/guardian or by a responsible adult designated by the parent/guardian. The directions printed on the label must be followed.
- Medication, both prescription and non-prescription, taken by students at school must be in the original container.
- All medication is to be housed in the school clinic.
- At the end of the school year, all medication is picked up and disposed of according to the instructions indicated by the parent/guardian as indicated on the Disposal of Medication(s) Notification. If a form is not received before the last day of the school year, the medication(s) will be disposed of following the last day of school.

- If a student's medication is or may be necessary while on a field trip or another activity away from the school, the medication will be taken on the field trip and held by the student's teacher or parent/guardian.
- An Administration of Medication Request form must be completed by the parent/guardian for all medication to be administered to a student while at school.
- A student may be given Tylenol or the generic equivalent that is provided by the school if they have a temperature of 101 degrees or above or if they are in pain from an injury and if a parent/guardian has indicated that their child is not allergic to Tylenol and can be given Tylenol at school. Tylenol provided by the school will not be given to students for other reasons or on a routine basis. If a student needs to take Tylenol regularly, their parent/guardian should provide a bottle of Tylenol in the original container to the school and complete an Administration of Medication Request form.
- Candy or breath mints that look like medication should not be sent to school.
- Vitamins should not be sent to school.
- Energy drinks or energy pills should not be sent to school.

### ***Medical Conditions/Allergies***

- The school should be notified if a student takes medication regularly; has a medical condition such as asthma, diabetes, etc. that has been diagnosed by a physician; and/or has been diagnosed by a physician as being allergic to food items such as milk, peanuts, or red dye, is allergic to bee or other insect bites, and/or is allergic to environmental things such as latex.
- Substitutions can be made on the lunch/breakfast tray if a student is allergic to a food item (milk, peanuts, red dye, etc.) if a statement from a physician is on file. If a student is allergic to a food item, a statement from a physician documenting that the student is allergic to the food item must be on file for a substitution to be made on the student's school lunch/breakfast tray.
- All students diagnosed with asthma and/or allergies will require a Child Care Asthma/Allergy Action Card signed by a physician. This form can be obtained from the school nurse.
- A Medical Plan may be written for some students with medical conditions.

### ***Food Allergies***

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe, educational environment for food-allergic students.

Family's responsibilities are:

- notify the school nurse of the child's allergies;
- work with the school team to develop a plan that accommodates the child's needs throughout the school, including the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan;
- provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide (include a photo of the child on the written form);
- provide adequately labeled medications and replace medications after use or upon expiration;
- educate the child in the self-management of their food allergy, including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate);
- review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred; and

- provide emergency contact information.

For a student to not be allowed to have a food item when they go through the cafeteria food line, written documentation from a doctor states that the student has a food allergy to that specific food must be on file in the school Clinic. Unless parents/guardians provide written documentation from a doctor stating that a student has a food allergy, this food allergy will not be flagged in the cafeteria computer system. The student will not be denied the food when they go through the cafeteria food line. It will be up to the parents to educate their child not to eat certain food items if they have an intolerance or side effect(s) from eating them.

### ***Communicable Disease: Head Lice Policy***

The Walton County School District Board of Education policy concerning Head Lice follows.

Students in Walton County Public Schools identified as having head lice will not be allowed to attend class. School officials will take the following steps when a student is identified with head lice.

- Parents or Guardians will be called immediately to transport the student home.
- Students will be allowed to return to class once the school has been provided with documentation showing a physician or the Health Department has cleared them. Those students who do not provide this documentation must be free of lice and nits and cleared by the school nurse.
- The student will be referred to the school social worker upon the third incident of lice or nits in a single semester. Upon referral, the school social worker may refer the student to the Department of Family and Children Services (DFCS) or other available resources.

### ***Injuries at School***

Walnut Grove Elementary and the Walton County School System are not responsible for student medical bills due to an accident at school or exposure to a contagious disease.

### ***Student Insurance***

- Information on student accident insurance is made available to parents/guardians.
- PeachCare for Kids is available for qualifying families. Families pay a low monthly premium based on household income.

### ***Hospital/Homebound Services***

Hospital Homebound services are provided for those students who cannot attend school due to a diagnosed medical or psychiatric condition for a minimum of ten school days per school year. These services may be provided in the hospital or at the child's home, or other agreed-upon locations. Information concerning Hospital/Homebound Services can be found in the Parent Achievement Guide for Every Student (PAGES). Please contact the school counselor for assistance with Hospital Homebound.

### ***Hours***

- The school instructional hours are 8:40 a.m. until 3:20 p.m. Doors will open to students at 8:00 a.m.
- Parents/guardians may walk their child(ren) to class from 8:00 a.m. until 8:30 a.m. after signing in and receiving a visitor sticker. Please know teachers will be busy working with students as children are dropped off in classrooms. Teachers are not available to confer with parents/guardians while they have students in their classroom. If you need to talk with the teacher, please arrange a parent conference or a phone call by emailing the teacher. Parents may not walk students to the classrooms after 8:30 a.m. or during the instructional day.
- Breakfast will be served between 8:00 a.m. and 8:30 a.m. Breakfast will be extended past 8:30 a.m. only for students who arrive at school on a late school bus.
- Students arriving at school after 8:40 a.m. (unless arriving on a late school bus) are considered tardy (an excuse from a doctor or dentist is required for the tardy to be considered excused).
- Car riders may be dropped off at the side entrance to the school between 8:00 a.m. and 8:35 a.m.
- Car riders who wish to eat breakfast at school should be dropped off by 8:20 a.m. so that they have sufficient time to eat breakfast without being tardy to class.

- Students arriving at school after the mid-school day point (noon) or checking-out from school before the mid-school day point (noon) and not returning to school will be marked as absent for the day.
- Students should not be checked out from the office between 2:30 p.m. and 3:50 p.m. except when the student is being dismissed from the clinic, when the student has a doctor or dentist appointment, when the student or the parent/guardian require handicapped parking when there is a family emergency, or on days on which a special school event takes place.
- A check-out before 3:20 p.m. is considered an early check-out (an excuse from a doctor or dentist is required for the early check-out to be considered excused unless the student was dismissed from the Clinic) and is shown as a tardy on the student's report card.
- Car riders should be picked up no later than 3:50 p.m. Car riders not picked up by 3:50 p.m. will be brought to the office, and a parent/guardian will be contacted. A parent/guardian should contact the school if an emergency has occurred and they will be unable to pick up their child by 3:50 p.m.

### ***School Closing/School Delay/Early Dismissal***

- If school is closed before the start of the school day, if the school day is delayed, or if students are dismissed early due to school closing early as a result of weather, plumbing, electrical problems, or other emergencies, parents/guardians will be notified of a school closing by way of a telephone call to their primary phone number through the school system automated telephone calling system. This calling system utilizes the contact information on file at the school. Parents/guardians should notify the school of all phone number changes throughout the school year. If the school start time is delayed, no morning activities will occur, including Before School Care and clubs like Archery.
- When it is necessary to close school, delay the start of the school day, or dismiss students early, the announcement will be sent to the local radio stations and local television stations on the system level. The information is also posted on the Walton County School District website at <https://www.walton.k12.ga.us>.
- If the school should close during the school day and students dismissed early, students will be sent home their usual way unless an Emergency Closing Instructions form is on file with the student's teacher. If someone other than a parent/guardian is to pick up a student in the event of early dismissal due to school closing, the parent/guardian must notify that individual, the individual must be on the student's pick-up list, and the individual must check-out the student from the office (ID required).
- If the school should close during the school day and students dismissed early, the school and school system phone lines will be very busy, so parents/guardians may not be able to reach the school or the Walton County Board Office with directions and should not plan on calling with directions on that day.
- The LEAP after-school program, after-school tutoring, and any scheduled school programs/ events will not occur on the day of a school closing. Students who usually attend the LEAP after-school program will be sent home at the same time as all other students if students are dismissed early.

### **Ice Cream**

Ice cream costs \$1.00. Students may purchase a \$1.00 ticket to be used for ice cream before going to class. Tickets are sold in the Lobby. Purchased ice cream is eaten during lunch.

### **Lost/Damaged Books**

Students will be asked to pay \$15 for each lost or damaged library book. Students will be asked to pay the cost of replacing a lost or damaged textbook.

### **Lost and Found**

Student's names should be placed in lunch boxes, book bags, coats, jackets, sweaters, etc. Coats, jackets, sweaters, shirts, and pants that are found and that do not have a student's name printed in them will be placed in Lost and Found. Items that have not been claimed by the last day of the school year will be discarded. Items such as glasses and cell phones found are kept in the school office until the last day of the school year.

Students should not wear or bring valuable jewelry, valuable watches, toys, trading cards, and electronics (except for mobile phones) to school because these items may be lost or stolen. Students are not permitted to bring things to school to trade with others.

### **Phones/Devices**

A student may bring a mobile phone to school if it remains in the student's book bag at all times and is turned off at all times. Students may not use the mobile phone or give it to another student to use while at school. Students may not have a mobile phone in the classroom during standardized testing. Students may not use a mobile phone or turn it on while on the school bus.

### **Pictures/School Yearbook**

As a school fundraiser and as a service to parents/guardians, school pictures are taken in the fall, winter, and spring. Class pictures are taken in the spring. All students' pictures appear in the school yearbook unless a student's parent/guardian has stated in writing to a school administrator by September 1<sup>st</sup> that the student's picture is not to appear in the yearbook. This must be done each school year.

### **Programs**

#### ***Special Education Program***

Information on the WCSD Special Education Department can be found in PAGES.

#### ***Section 504***

Information on Section 504 services is included in PAGES. At WGES, Mrs. Haley Herrick is the 504 Coordinator. Concerns that cannot be addressed through a Medical Plan or 504 Plan may be referred to the Student Support Team.

#### ***Gifted Education Program***

Information on the Gifted Education Program can be found in PAGES.

### **PTO**

Walnut Grove Elementary School PTO officers are elected yearly by parents/guardians of students who attend the school. Parents/guardians are encouraged to support the school by participating in PTO activities and fund-raisers. Information concerning PTO activities and fund-raisers is provided to parents/guardians by the PTO.

### **Recess**

According to WCSD BOE policy, a minimum of 15 minutes of recess is required to provide opportunities for physical activity. These 15 minutes cannot be used for activities other than free play or structured games and cannot be withheld by teachers for disciplinary or academic reasons. Teachers may withhold additional recess time beyond the 15 minutes of required recess to enforce consequences, such as walking laps, sitting out, or completing work. School-wide recess rules are required to ensure that this time is a safe experience for students and were developed by the school staff. These rules are listed under School/School System Rules. Backless shoes such as slides, clogs, and flip-flops, and shoes with heels over an inch are not recommended for recess. Students may bring a change of shoes for recess. During recess, students should not go into or play right next to the wooded area. During recess, students may elect to run or walk, play on the playground equipment, or practice skills for sports such as football, soccer, and basketball. If students elect to play kickball and there are enough students to form two teams, they may do so. Football, soccer, rugby, basketball, and other contact sports cannot take place during recess. Tag games and chase cannot take place during recess. Students are not permitted to form clubs. A list of all recess rules is provided under the School/School System Rules section.

### **School Counselor**

Our school counselor works with students, parents, and teachers to help remove barriers to learning and academic success. The counselor works with students individually, in small groups, and the classroom. The

school counselor is a member of the school staff, and, therefore, parent/guardian permission does not need to be given for the school counselor to talk with a student.

### **School Council**

School Councils exist in every school in the state of Georgia to provide advice and recommendations to the school principal and, when appropriate, the superintendent and the local board of education on any matter related to student achievement and school improvement.

The vision of the Walnut Grove Elementary School Council is:

The cooperative efforts of parents, teachers, school administrators, and the business community can provide direction and guidance to the principal and local board of education on matters relating to student achievement.

The mission of the Walnut Grove Elementary School Council is:

to bring together parents, teachers, school administrators, and the business community to offer guidance that enables the school to provide the best possible opportunity for quality education to all of its students.

### **School Safety**

All WCSD schools have a GEMA-approved school safety plan. All staff members are aware of the procedures in the plan. In addition, emergency procedure guidelines for fire alarms, bomb threats, severe weather/tornado warnings, and lockdowns are posted in each classroom. Safety drills for fire, severe weather, and lockdown situations take place.

For safety reasons:

- all exterior doors must remain locked at all times;
- the gym doors must remain locked at all times;
- parents/guardians/family members must enter the building through the front lobby doors and not through side doors, back doors, or classroom back doors;
- parents/guardians/family members wishing to walk a child to their classroom between 8:00 a.m. and 8:30 a.m. or to eat breakfast/lunch with their child must sign-in and get a visitor's sticker;
- parents/guardians/family members may not go to the classrooms after 8:30 a.m. unless they have a scheduled meeting;
- parents/guardians/family members may not walk a student back to their classroom after eating lunch with the student;
- parents/guardians/family members may not be on the playground during school hours and while their child is at recess.
- all volunteers must first have a WCSD background check before volunteering in the classroom and must take part in yearly training; and
- all volunteers must sign in and get a visitor's sticker whenever volunteering in a classroom, the Media Center, etc.
- School-wide drills for fire, severe weather, and lockdowns will be held periodically. Fire drills are held at least once per month that school is in session. A fire drill map and severe weather procedures are posted throughout the school.

### **Snacks**

Teachers may provide a time for the students to eat a snack from home. If a snack is brought from home, it is recommended that it be a nutritious snack rather than candy.

If a snack is sent for the entire class, the snack must be store-bought and in the store container or packaging. No homemade cupcakes, cookies, etc., may be sent for a snack for the entire class.

### **Specials**

Students in kindergarten – fifth grade take part in Art, Music, and PE. Athletic shoes are required for PE.

### **Student Code of Conduct and Student Discipline**

The WCSD Code of Conduct can be found in PAGES.

The Walton County School District (WCSD) Student Code of Conduct was developed by the Walton County Board of Education for the purpose of providing a safe, orderly, and productive learning environment for all students.

- When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process outlined in the Student Code of Conduct. According to Board Policy, the principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in the Student Code of Conduct, the principal may undertake corrective measures which they believe to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. Physical restraint is authorized for emergencies when the student is in immediate danger to himself or others, and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques.
- Students are subject to all portions of the Walton County School District Code of Conduct.
- Parents/guardians are liable for the willful or malicious acts of their child, which result in medical expenses to another, damage to the property of another, including school district property, or both.

### ***Positive Behavioral Interventions and Supports (PBIS)***

Positive Behavioral Interventions and Supports (PBIS) is a student support framework proven to improve school climate.

Our PBIS “PAWS” Slogan

Practice Safety

Act Responsibly

Work Toward Success

Show Respect

### **Student Information and Records**

Parents/guardians should notify the school of changes in address, telephone number(s), etc., throughout the school year.

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education record of their child during regular school hours Monday through Friday while school is in session. Information concerning the procedures for obtaining student records can be found in the Parent Achievement Guide for Every Student.

### ***Infinite Campus & Parent Portal***

Information concerning using Infinite Campus and the Parent Portal can be found in PAGES.

The Parent Portal allows WCPS parents/guardians to see the grades and attendance records of their WCPS student(s) at any time.

### **Visitors**

- All visitors, including parents/guardians, must check-in at the office, sign in and obtain a visitors' sticker, which should be worn the entire time s/he is in the school building.

- Parents/guardians and all other visitors should not enter the school building by way of the side doors, back doors, or any other door except the front door.
- Parents/guardians may walk their child to class between 8:00 a.m. and 8:30 a.m. after signing in and obtaining a visitor sticker. After 8:30 a.m., parents/guardians may not walk their child to class.
- Parents/guardians walking their child to class should drop their child at the classroom door. This is not the time to conference with the teacher.
- Parents/guardians are welcome to eat lunch with their children. Parents/guardians sign in and get a visitor sticker before meeting their child's class for lunch. They should meet their child in the lobby as their class goes into the cafeteria for lunch. After lunch, parents/guardians should say goodbye either in the cafeteria and not walk their child to their classroom or go outside with the class to recess.
- Parents/guardians should sign out after they say goodbye to their children after eating lunch with them. If eating with another student, they should sign out, wait in the lobby, and sign back in when it is time for the other student's lunch.
- An individual may eat lunch with a child other than their own if they are on the student's Emergency Contacts list or if the parent/guardian of the student sent a note that day stating that the person has their permission to eat lunch with their child that day.
- Parents/guardians should not take pictures while eating with their children in the cafeteria since there are children in the school with picture restrictions.
- When visiting rooms in the school for activities such as the Book Fair and the PTO Santa Shop during the instructional day, parents/guardians should not go to other rooms or classrooms to see their child or their child's teacher.
- Parents/guardians should not join their children on the playground except for watching Field Day activities.
- Parents/guardians are welcome to observe their child's Field Day. Neither parents/guardians nor siblings may participate in Field Day activities. Parents/guardians may not check out siblings to attend other siblings' Field Day activities.
- Tobacco/tobacco-related products/vapes are not allowed on school property.

All persons wishing to visit a Walton County School must check-in at the school office or other designated area immediately upon entry of the school property. The person may visit any classrooms and other school areas only with the permission of the principal or their designee and only in accordance with any school rules. Visitors must abide by all school rules while on school grounds. The presence of unauthorized persons in and about schools of the Walton County School System is prohibited. Persons whose presence is unauthorized in schools shall be instructed to leave.

State law prohibits any person from disrupting or interfering with the operation of any of the Walton County Public Schools. In addition, state law prohibits any person from upbraiding, insulting, or abusing a school teacher, administrator, or bus driver in the presence of students. Finally, state law prohibits any person from loitering or remaining on school grounds without a legitimate reason after being asked to leave. Any individual in violation of these laws may be reported to the Superintendent or appropriate law enforcement officials.

### **Volunteers**

- All volunteers who interact with students, including PTO officers and room parents, must have a background check and take part in volunteer training before volunteering or working in a classroom.
- Volunteers are not permitted to bring other children, including infants, or guests with them when volunteering.