



**Student Handbook
2020-2021**

Procedures subject to change due to the COVID Pandemic

Walnut Grove Elementary School (WGES)

460 Highway 81 South

Covington, Georgia 30014

Telephone – 770-784-0046

Fax – 770-784-5599

Web Page – 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

WCSD Transportation

Telephone – 770-207-3200

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

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

Information included in the PAGES agenda is listed below

- Board of Education' and Walton County Schools' contact information
- School Year Calendar
- Student/Parent Receipt
- Media Consent Release
- Parent Occupational Survey
- Emergency Procedure for Students Arriving Home Late or for Students Who Are Missing
- Walton County Assessment Schedule
- Using Infinite Campus
- Parent Port – Creating a User Account
- Procedures for Obtaining Student Records
- Important Information Concerning Student Attendance
- Georgia Law and School Policy State These Requirements (Mandatory Education for Children Between Ages Six and Sixteen/Georgia Compulsory School Attendance Law)
- Risks and Penalties Associated with Excessive School Absences
- Families and School Need to Work Together for School Success
- School Nutrition Program
- Meal Prices and Payments
- Charge Policy (meals)
- Free or Reduced Price Meal Applications
- Refunds and Transfers
- NSF Checks (insufficient funds)
- Non-Discrimination Statement
- Title I Programs
- Special Education Department
- Your Rights as Parents – Regarding Special Education
- Gifted Education Program
- Multi-Tiered System of Support (POI) Information
- Notice to Parents Regarding Section 504 Services
- Notice to Parents Regarding Hospital/Homebound (HHB) Services
- Gender Equity – Nondiscrimination Notice
- Internet Acceptable Use

- Teacher Professional Qualifications
- Walton County School District Student Code of Conduct
- Student/Parent Receipt of Code of Conduct
- Chain-of-Command
- Alternative Education Program
- Bullying
- Notification to Parents/Guardians of Persistently Dangerous School Status
- Transfer of Students Who Are Victims of Violent Criminal Offenses
- Student Reporting of Acts of Sexual Abuse or Sexual Misconduct
- Student Sexual Harassment Complaint Resolution Procedures
- Notice of Rights Under Family Educational Rights and Privacy Act (FERPA)
- US Department of Health & Human Services Rights – Office of Civil Rights
- Protection of Pupil Rights Amendment (PPRA)

Walnut Grove Elementary School (WGES) Mission and Vision

Mission

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.

Vision

Walnut Grove Elementary School will promote excellence in learning through collaboration, character development, creativity, and engaging learning experiences.

WGES “PAWS”

Practice Safety

Act Responsibly

Work Toward Success

Show Respect

School Hours

- The school instructional hours are 8:40 a.m. until 3:20 p.m. Doors will open to start receiving students at 8:00 a.m.
- Breakfast will be served between 8:00 a.m. and 8:35 a.m. Breakfast will be extended past 8:35 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 pick up breakfast without being tardy to class.

- Students arriving at school after the mid-school day point (12:00 p.m.) or checking-out from school before the mid-school day point (12:00 p.m.) 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 and/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 prior to 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 situation has occurred and they will be unable to pick up their child by 3:50 p.m.

Tardies/Check-outs

- Students arriving to 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 prior to 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 may only be dropped-off at the side entrance to the school when a staff member is present. Students should not be dropped-off at the front of the school at any time.
- Students who are tardy 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 by that individual. 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 or through email.
- 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 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.
- Car riders should be picked-up in the car rider lane unless there are special circumstances that day.
- For a tardy or early check-out to be considered excused, documentation of a doctor or dentist appointment must be provided.

After-School Program

The free after-school 21st Century Community Learning Center (CCLC)/LEAP Program is available to a certain number of allotted students after the start of the school year. The hours are 3:30 p.m. until 6:30 p.m. on Monday through Friday. This is a federally funded program which is designed to assist students with homework and offer enrichment activities in a safe and educational environment at no charge and with transportation home available. An application for the afterschool program is required. The program begins after the start of the school year and ends prior to the last day of school

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. serious 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 principal and consent of 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 12:00 p.m. 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, should be signed by the student's parent/guardian, and should specifically 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 absence of the student and may require proof that 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 and/or proof that the student's condition rendered the student incapable of attending school may be required after a student acquires ten (10) absences (excused and/or unexcused).
- According to Walton County School District Board policy, absences due to out of school suspension are considered unexcused.
- Tardies and early check-outs (which are 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-outs may be required.
- Students with excessive tardies and/or early checkouts may be referred to the school social worker for educational neglect.
- Students with five (5) or more unexcused absences and/or an excessive number of excused absences may be referred to the school social worker for educational neglect.
- 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 he/ she returns 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 students in on hospital/homebound and the work is supervised by the hospital/homebound teacher.

Clinic Procedures – Procedures may be amended due to the COVID Pandemic

- 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 judgement of the school nurse, the student appears to be ill and/or possibly contagious;
- If a student is ill, he/she 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 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 and cannot have any medication, prescription or non-prescription, on the school bus with the exception of 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 according to the instructions indicated by the parent/guardian has 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 that is provided by the school if he/she has a temperature of 101 degrees or above or if he/she is 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 that is provided by the school will not be given to students for other reasons or on a routine basis. If a student will need to take Tylenol on a regular basis, his/her 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 on a regular basis; 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 items 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 that is signed by a physician. This form can be obtained from the school nurse.
- A Medical Plan and/or a Section 504 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 written form);
- provide properly 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.

In order for a student to not be allowed to have a food item when he/she goes through the cafeteria food line, written documentation from a doctor in which the 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 and the student will not be denied the food when he/she goes 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 who have been 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 Department of Family and Children Services (DFCS), or other available resources.

Injuries at School

Walnut Grove Elementary and/or the Walton County School System are not responsible for student medical bills that occur as the result of an accident at school or the 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 the household income.

Hospital/Homebound (HHB) Services

Information on Hospital/Homebound (HHB) Services can be found in PAGES. If you have questions concerning HHB services at WGES, you should contact Tonya Piggott, Counselor at tpiggott@walton.k12.ga.us

School Closing/School Delay/Early Dismissal

- If school is closed prior to 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.

- 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 www.waltoncountyschools.org.
- 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).
- In 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 Central 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 take place on the day of a school closing. Students who normally attend the LEAP after-school program will be sent home at the same time as all other students if students are dismissed early.

Visitors

- Adults other than staff members will not be allowed to go beyond the Lobby or eat to lunch with their child at this time due to the COVID Pandemic.
- All visitors should enter the school building by way of the front door, sign-in, and receive a visitor sticker.
- Parents/guardians and all other visitors should not enter the school building by way of the side doors, back doors, classrooms doors, or any other door except the front door.
- Parents/guardians and students should never walk between buses, even when the buses are parked, in order to enter the school building.
- All visitors and volunteers, including parents/guardians, are required to check-in with the receptionist, sign-in, and obtain a visitors' sticker which should be worn the entire time he/she is on school campus.
- Parents/guardians should not take pictures of children other than their own children while at the school as some children in our school have media restrictions and cannot be photographed.
- Parents/guardians should not join their child on the playground with the exception of possibly watching Field Day activities or school softball tournaments if they take place this school year and if outside guests are allowed. This will be determined by COVID restrictions.
- Tobacco/tobacco related products (including e-cigarettes, vapes, dip) are not allowed on school property.

According to BOE policy concerning visitors:

All persons wishing to visit in 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 permission of the principal or his or her 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 and/or appropriate law enforcement officials.

No student, staff member, or school visitor is permitted to use any tobacco or tobacco product, including the use of an e-cigarette, vape, or dip, 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.

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.

Volunteers

- All volunteers who interact with students, including PTO officers and room moms, must have a background check and take part in volunteer training.
- Volunteers are not to bring other children, including infants, or guests with them when volunteering, with the exception of the two class parties.
- Volunteers must stay in the Staff Workroom and not go down the halls due to COVID Pandemic restrictions.

Chaperones – If field trips are opened up this year –

- Parents/guardians may be needed to serve as a chaperone on a field trip. In certain cases, 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 the field trip. Due to this responsibility, chaperones may not bring other children 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 or drink alcoholic beverages while on field trips;
- may not take a weapon of any kind on field trips; and
- must pay for their own admission costs if there is an admission charge unless they have been asked to accompany their child on the field trip.

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. in order to have sufficient time to pick up 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 side of the vehicle so that they can exit the vehicle without having to walk in front of the vehicle
- If a student needs to sit on the passenger side of the vehicle, he/she should walk in front of their vehicle to reach the sidewalk, rather than behind the vehicle. 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 in a handicapped parking space unless handicapped parking is needed by the student or driver), and walk the student(s) into the school building. Vehicle 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 driving 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 and should not walk between buses.
- 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 tardy pass for the student to take to his/her class.

Afternoon Pick-Up (3:25 p.m. – 3:50 p.m.)

- Students may be picked-up at Walnut Grove Elementary from 3:25 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 4:00 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 in 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 to an individual who is 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 or unbuckle a student. 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.

Bus Riders

Students who ride a school bus to school are dropped-off at the front entrance of the school. Students who arrive to 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.

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 and/or school).

Students cannot transport medication to or from school and cannot have medication, prescription or non-prescription, on the school bus with the exception 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 is there to meet the student at his/her bus stop. Students who indicate that they do not have a key to their home or who 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.

Walkers (Parent/Guardian Check-out)

Walkers will be available to Pre-K, Kindergarten, and 1st Grade students and their siblings.

Parents/guardians who wish to pick-up their Pre-K, Kindergarten, or 1st Grade child (and his/her siblings) as a Walker must:

- arrive at the Music room door between 3:00 p.m. and 3:15 p.m.;
- park in a parking space other than handicapped parking (unless the vehicle has a handicapped sticker or tag) and not along any curb or on the grass or in the Fire Lane in front of the school;
- have their Walkers sign with them to show staff members.

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 to be a change in the way a student is to go home for one day or for several days, a transportation note which is 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, and the period of time that the change will be in effect.
- Transportation changes cannot be accepted over the telephone or through email. In an emergency situation, a transportation change may be faxed to the school or scanned as an attachment and emailed to the school secretary. 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 prior to dismissal.
- To ride a different bus or to 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.

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).

Student Information

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

Student Records

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 his/her 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.

Media Release and Student Information

The WCSD Media Consent Release states:

The Walton County School District is authorized:

- (1) to photograph, audio record and video record my child in connection with classwork, school activities, and team or club events whether individually or as a group;
- (2) to post a photograph, video recording and audio recording of my child on any school district related web site and social media platform;
- (3) to release information, recordings and photographs of my child to print media, television, radio and other news outlets in connection with my child's achievements and/or participation in school and school district activities (e.g., Athletics, Anchor Club, Beta Club, FBLA, FCCLA, Safety Patrol);
- (4) to place my child's photograph in the school yearbook as well as any school district, school or class programs or publications; and
- (5) to place my child's photograph or school work (to include my child's name) in a public location where it would be appropriate to display student work (e.g., Board meetings, district events and school functions).

Participants in the edTPA Georgia program or other teacher certification programs are authorized to videotape or record my child in connection with lessons or other class activities solely for use in training and/or evaluating the program participant.

I understand that this form is binding throughout the duration of my child's enrollment in the Walton County School District and may be revoked at any time in writing.

Curriculum

The Georgia Standards of Excellence are the foundation for instruction in language arts, math, science, and social studies in all Walton County School District schools and the State of Georgia.

Parents/guardians may learn about the Georgia Standards by going to the Walton County School District website at www.walton.k12.ga.us or to the Georgia Department of Education website.

Grading Systems

In the Walton County School System, students in grades one and two receive letter grades for Language Arts 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 mid-point of every nine-week grading period. Kindergarten students do not receive a progress report for the first quarter of the school year.

Grade 3 – Grade 5 Report Card Grading Procedures

Report card grades are based on class work (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

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

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

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

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 record of their WCPS student(s) at any time.

Special Education Program

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

Walton County provides comprehensive educational services to assure students with disabilities, ages 3 through 21, a free appropriate public education. Special education and related services, designed to meet the student's unique needs, prepares them for employment and independent living. Information concerning the Special Education Program can be found on the Walton County School District website (www.walton.k12.ga.us), Departments, Special Education.

Parental Rights Regarding Special Education

Your Rights as Parents – Regarding Special Education can be found in PAGES and on the Walton County School District website (under Departments and Exceptional Education).

Section 504

Information on Section 504 services is included in PAGES. To initiate consideration for Section 504 at WGES, contact the school 504 Coordinator, Ken Cline. An informal evaluation will be conducted, with input from the parent, and any documentation to assist the school with making a final decision can also be shared with the 504 team. If eligible for a 504, an Accommodations Plan will be developed. Concerns that cannot be addressed through the 504 Accommodations Plan may be addressed more appropriately through the student's MTSS/POI (Pyramid of Intervention) plan and/or a referral to the Student Support Team.

Gifted Education Program

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

Specials

Specials are Art, Music, Computer Lab, and PE. Students in kindergarten – fifth grade take part in Art (once per week), Music (once per week), Computer Lab (once per week), and PE (twice per week) on a daily basis.

Sneakers are required for PE.

Misbehavior occurring while students are going to or from Specials may be addressed in Specials and/or in the classroom.

Recess

According to WCSD BOE policy, a minimum of 15 minutes of recess is required in order 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, and/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.

Weather Guidelines:

Temperature

- If the temperature is below 40 degrees or if there is a wind chill factor of 39 – 33 degrees, students should only go outside for 10 minutes.
- If the temperature or wind chill factor is 32 degrees or below, students should not go outside for recess.
- If the temperature is 90 – 94 degrees, students should only go outside for 15 minutes.
- If the temperature is 95 degrees or higher, students should only go outside for 10 minutes.

Air Quality

- If the air quality is in the orange (unhealthy for sensitive groups) range, students who have an inhaler should go to the Clinic prior to going outside for recess to determine if they need to use their inhaler.
- If the air quality is in the red (unhealthy) range, students who have an inhaler should go to the Clinic prior to going outside for recess to determine if they need to use their inhaler and should either go outside for only 10 minutes or remain inside. All students should take breaks from intense activities and/or reduce the intensity of activities (e.g., walk instead of run) during recess.
- If the air quality is in the purple (very unhealthy) range, no students should go outside for recess.

Inclement Weather

- If it is raining, snowing, or lightening or if there is a storm in the area, students should not go outside for recess.

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 kick ball 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.

A list of all recess rules is provided under the School/School System Rules section.

Field Day Activities – If Field Day is possible depending on how the COVID Pandemic develops –

- The established dates for Field Days are subject to change due to the weather.
- Students are not to wear bathing suits to Field Day.
- Parents/guardians and grandparents may come to the school to watch their child participate in the Field Day activities. Non-school age siblings may come with their parent/guardian 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 (except for the normal walk to class before the start of the school day), during

Field Day, during lunch, or after Field Day. Parents/guardians and non-school age siblings may wait in the Lobby.

- Parents/guardians and non-school age siblings may have lunch with the student in the cafeteria if the grade-level is eating lunch in the cafeteria on Field Day. There may be a modified lunch schedule on Field Days.
- Parking for Field Days should be on the hill behind the school.
- Students may be checked-out from the playground at the end of Field Day. The student must be signed-out with the student's teacher by a parent/guardian.
- No tobacco/tobacco related products (including e-cigarettes, vapes, dip) or alcoholic beverages are allowed on school property.

Guidelines for School Attire/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. Sneakers 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 with regard to 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 when bending over).
 - d. Pants should not drag the ground.
 - e. The shirt/top should not cover entirely 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 with the exception of 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 that relate to drugs, alcohol, and/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 with the exception of 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 or cause a distraction in the school environment.
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. Eyebrow and/or hair shaving or tattoos that are perceived as gang related should not be evident.

Bookbags

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

Lost and Found

Student's names should be placed in lunch boxes, bookbags, coats, jackets, sweaters, etc. Coats, jackets, sweaters, shirts, and pants that are found and that do not have a student's name printed in it 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 that are found are kept in the school office until the last day of the school year.

Students should not wear or bring items such as valuable jewelry, valuable watches, toys, trading cards, and electronics (with the exception of cell phones) to school because these items may be lost or stolen.

Cell Phones

A student may bring a cell 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 cell phone or give it to another student to use while at school. Students may not have a cell phone in the classroom during standardized testing. Students may not use a cell phone or turn it on while on the school bus.

Smoke-Free/Drug-Free

- Smoking/vaping/dipping is prohibited at all times on school property. This includes in the parking areas and at after-hours functions.
- Smoking/vaping/dipping is not permitted while on field trips or at other school functions away from the school building.
- It is unlawful for any type of illegal drug to be brought on school property, a school bus, or a school bus stop.

Emergency Drills/Emergency Plan

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. A detailed school Crisis Management Plan has been developed and approved by GEMA.

Fundraisers Activities – This is subject to change based on COVID Pandemic developments –

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 items with a chance to win a prize, and catalog sales of products such as candles. The funds raised through these fundraisers go toward the instructional program (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 is done on a prepaid basis.

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

School Pictures/School Yearbook

As a school fund raiser 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 the Assistant Principal no later than September 1st that the student's picture is not to appear in the yearbook. This must be done each school year.

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 and/or their child's picture to be used for public use, the student's work may be displayed and/or the student's picture may be used in the school yearbook, in the newspaper, in brochures and other information documents about the school and/or the school system, on the school and/or school system website, and/or in videos taken of PTO performances and/or other school activities.

Field Trips/Chaperones – If Field Trips are opened up this year –

- 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 kindergarten through fifth grade students is financed by student donations and/or fundraiser activities. If sufficient funds are not collected to pay for the cost of a field trip, the field trip may be cancelled. Title I funds cannot be used for field trips.
- 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 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 certain cases, 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 the field trip.
- Chaperones must take part in volunteer training and have a background check during the school year in which they will be chaperoning.
- 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 use tobacco/tobacco related products (including e-cigarettes) or have/consume alcoholic beverages while on field trips;
 - may not take a weapon of any kind on field trips; and
 - must pay for their own admission costs if there is an admission charge unless they have been asked to accompany their child on the field trip.

After School Events – If After School Events take place this year –

Students attending after school events (PTO event, music program, etc.) must have a supervising adult who is 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 cancelled on days in which school is closed and/or after school events are cancelled due to inclement weather.

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, 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 8:35 a.m. Breakfast is extended past 8:35 a.m. for all students who arrive at school on a late school bus.
- Payment for lunch and/or breakfast may be made by cash, check, or by automated meal payment.
- If paying with cash, the cash should be put in an envelope on which the student's name, ID number, and teacher's name is 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 child. Parents/guardians are to sign-in and get a visitor sticker before meeting their child's class for lunch. They should meet their child in the lobby as his/her 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 his/her classroom or go outside with the class to recess.
- Parents/guardians should sign-out after they say goodbye to their child after eating lunch with him/her. 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 his/her permission to eat lunch with their child that day.
- Parents/guardians should not take pictures while eating lunch or breakfast with their child due to the fact that there are children in the school with picture restrictions.

Free/Reduced Meal Benefits

- Free/Reduced meal status is held as highly confidential information. You are encouraged to apply if you feel this benefit might help your family.
- Families who may 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 as well as 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.

Sale of Food to Students

Food items (food and beverages) sold to students in all schools in the Walton County School District must comply with the general criteria and meet the Nutrition Standards or qualify for an exemption from the Nutrition Standards during what is defined as the school day (midnight until 30 minutes after the end of the official school day).

For fundraisers, the sale of items that meet nutrition requirements at fundraisers are not limited in any way. Thirty exempted fundraisers (do not meet Nutrition Standards), not to exceed three days in length, may take place per school year.

Tokens/Ice Cream

Ice cream cost \$1.00. Students in Kindergarten through 5th Grade may purchase a \$1.00 token to be used for ice cream. Purchased ice cream is eaten during lunch.

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. These items are to be dropped off with the receptionist prior to 10:45 AM. 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, and/or favors should not be sent. No singing, games, or other party-like activities should take place.
- Kindergarten – fifth grade students may purchase ice cream for \$1.00 at the end of the student's lunch period on any day that is not a reward or incentive day.
- At this time, outside lunch guests are not permitted.
- 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 his/her 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 for adults is posted on the Walton County School District website.

Snacks

Teachers in kindergarten – fifth grade may provide a time for the students in his/her classroom to eat a snack from home. Teachers are not required to provide a snack time. If a snack is brought from home, it is recommended that it be nutritious snack rather than candy. If a student is unable to provide a snack from home and the class has a snack time during the school day, the teacher should be notified so that one can be provided for the student using school funds.

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. can be sent for snack for the entire class.

Class Parties/Birthday Recognition

- Cupcakes, individual cookies, individual snack cakes, etc. sent for a student's birthday or half-birthday or for a class party **must be store-bought and in the store container or packaging. No homemade cupcakes, cookies, etc. can be sent, and must be dropped off with the receptionist by 10:45 AM.**
- Each kindergarten – fifth grade class may have up to two class parties during the school year. At this time, adults other than staff members will not be permitted at these class parties.
- Cupcakes, individual cookies, or individual snack cakes for every student in the class may be brought to the school in recognition of a student's birthday or half-birthday for students whose birthdays are in June or July. Cupcakes, cookies, or snack cakes sent for a student's birthday or half-birthday will be eaten at the end of the student's lunch period in the cafeteria.
- Cakes or large cookies that need to be cut, candles, ice cream, drinks, decorations, balloons, flowers, stuffed animals, gifts, and/or favors should not be sent for 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 all have been checked by the teacher.

Deliveries to Students

Students may not receive items such as balloons, flowers, stuffed animals, etc. at school. These items cannot be taken on the school bus.

Lost or Damaged Books

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

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 as 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 he or she believes 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 emergency situations 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.

Bullying

Bullying is addressed in the WCSD Code of Conduct and in PAGES.

Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a student support framework proven to improve school climates, increase academic achievement and reduce disciplinary incidents. It is a three-tiered model of continuous student support with Tier 1 designed to implement school-wide expectations for all students while Tier 2 and Tier 3 focus on creating targeted and individualized levels of reinforcement that supports an overall positive learning environment in the school. PBIS is an exciting practice that is being implemented in a growing number of Georgia schools and in over 27,000 schools nationally.

WGES PBIS Statement/ “PAWS”

Practice Safety

Act Responsibly

Work Toward Success

Show Respect

WGES PBIS Expectations

Hallway (Red/Silent Zone)

- Walk in a line
- Keep hands, feet, and objects to yourself
- Pick up trash
- Go directly to your destination
- Obey adults and safety patrol

Cafeteria (Yellow/Quiet Voice Zone)

- Walk in a line
- Remain seated
- Face forward
- Keep hands, feet, and objects to yourself
- Clean up your area
- Raise your hand for help
- Follow monitor’s directions

Bathroom (Red/Silent Zone)

- Walk
- Keep hands, feet, and objects to yourself
- Flush
- Place trash in trashcan
- Do your business and return to class
- Respect school property
- Respect other’s privacy

Playground (Green/Normal Voice Zone)

- Keep hands, feet, and objects to yourself
- Play in assigned areas
- Collect all belongings
- Line up quickly and quietly
- Play well with others
- Use kind words and actions
- Use equipment correctly

Library

- Walk
- Keep hands, feet, and objects to yourself
- Stay on correct side of check-out desk
- Follow directions
- Return books undamaged and on time

Bus

- Follow bus rules
- Keep hands, feet, and object to yourself
- Remain seated facing forward
- Keep your area clean
- Report to your bus on time
- Show respect to your bus driver
- Respect school property

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 single file
- remain properly seated at all time; 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
- talk quietly; 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 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 device 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, window on passenger side, and back of the bus)
- misbehavior on the bus will result in disciplinary action with possible suspension from riding the bus and/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 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 behavior 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 considered 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 is there to meet the student at his/her bus stop. Students who indicate that they do not have a key to their home or who 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 waiving 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 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 totally silent at railroad crossings

To ride a different bus or to 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.

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 student, parent notification form sent home, and/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 and/or school).

Students may be videotaped while on the school bus.

School/School System Rules

- If a student is a chronic disciplinary problem, the parent/guardian may be requested to observe the student in the classroom and to attend a conference to devise a disciplinary and behavior correction plan.
- Parents/guardians may be 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.

- According to Walton County School District Board policy, the principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline, enforce school rules, stop violent behavior, and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in a reasonable manner to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.
- Bringing any size knife or weapon to school, by accident or intentionally, by a kindergarten through fifth grade student must result in suspension and notice to law enforcement.
- A threat to another individual or to the school may be reported to law enforcement.
- Students are subject to all portions of the Walton County School District Code of Conduct.

Teacher Qualifications

All teachers at the school are highly qualified. All paraprofessionals at the school are highly qualified.

School Counselor

The school counselor is available to talk with students and/or parents. The school counselor meets with students on matters such as home issues, friendship issues, study habits, negative feelings about school, negative feelings about themselves, anger management, and other matters. 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 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, with the exception of the center lobby door must remain closed and 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 his/her classroom between 8:00 a.m. and 8:30 a.m. and/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 or classroom observation;
- parents/guardians/family members may not walk a student back to his/her 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.
- no weapons may be brought on the school campus, with the exception of law enforcement officers;
- 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.

Emergency Procedures for Students Arriving Home Late or for Students Who Are Missing

The emergency procedures for students arriving home late or for students who are missing can be found in PAGES.

Title I

Information on the WCSD Title I Programs can be found in PAGES.

Walnut Grove Elementary School is a Title I Schoolwide Program. WGES qualifies as a Title I school and as a Title I Schoolwide Program based on the percentage of students who are eligible for free or reduced meal benefits.

Title I is a federally funded program designed to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The Title I mission is to ensure that each child successfully meet or exceed Georgia's proficient and advanced levels of student performance and meets or exceeds expectation on local, state, and national assessments.

Title I Funding

As a Title I school, WGES receives Title I funds. According to the U.S. Department of Education, the purpose of Title I funding is "to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments." Title I schools receive supplemental funds to assist in meeting student's educational goals. Title I funds can be used for supplies, technology supplies, computer software, equipment, computers, and books and periodicals that assist the instructional program; items, supplies, and equipment that support communication with parents/guardians; and transportation for students attending instructional activities during intersession and on Saturdays.

School Council

School Councils exist in every school in the state of Georgia for the purpose of providing 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.

Walnut Grove Elementary School Council is made up of seven members, two parents/guardians, two businessperson parents/guardians (employed by a business in the area or own a business in the area and a parent/guardian of a student at the school), two teachers, and the school principal. Members serve for two school years. In order to serve as a parent/guardian member of the school council, the individual must be the parent or guardian of a student who is enrolled in the school and not be a staff member at the school. They may have served as a member on the school council in the past. In order to serve as a businessperson parent/guardian member of the school council, an individual must be the parent or guardian of a student who is enrolled in the school, be employed by a business in the area or own his/her own business in the area, and not be a staff member at the school. They may have served as a member on the school council in the past. The parent/guardian and businessperson members are elected by the parents/guardians of students attending the school.

The Walnut Grove Elementary School Council notebooks are available for parents/guardians to review in the school office.

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 in order to offer guidance which enables the school to provide the best possible opportunity for a quality education to all of its students.

PTO

Walnut Grove Elementary School PTO officers are elected by parents/guardians of students who attend the school on a yearly basis. 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.