



## 2020 – 2021 ELEMENTARY SCHOOL

### Parent Achievement Guide for Every Student

Dear Parents/Guardians and Students:

It is our pleasure to welcome you to the Walton County School District. We are happy to have you as a part of the WCSD family. We know this will be a wonderful year!

The **Parent Achievement Guide for Every Student (PAGES)** is filled with important information regarding school policies and procedures as well as resources to help your student with his/her academic progress. We encourage parents and students to review the contents together to become better informed about our school. If you have questions that remain unanswered after reading PAGES, please call your school's office. We believe that open and clear communication between school and home is essential to the success of our educational program. Working together leads us closer to the goal of developing excellence for all our students.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students!

#### This agenda belongs to:

Name \_\_\_\_\_ School \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Bus \_\_\_\_\_

Address \_\_\_\_\_

Parent's Name \_\_\_\_\_

Telephone(s) \_\_\_\_\_

**\*\*\*Para conseguir cualquiera parte de este documento en espanol, por favor pongase en contacto con el administrador de la escuela.**


It is the policy and practice of the Walton County School District to provide opportunities without regard to race, color, gender, religion, national origin, handicap, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: admission, educational services, financial aid and employment. Questions related to the application and compliance of this policy may contact the school system's coordinator, Dr. Lance Young, at 200 Double Springs Church Road, Monroe, Georgia 30656 or at 770-266-4520 or [lance.young@walton.k12.ga.us](mailto:lance.young@walton.k12.ga.us).

**WALTON COUNTY SCHOOL DISTRICT**

**200 Double Springs Church Road Monroe, Georgia 30656  
(770) 266-4520, Fax (770) 266-4415**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Grades</u></b>	<b><u>Website</u></b>
<b><u>Atha Road Elementary</u></b> (770) 266-5995 (770) 266-5965 (Fax)	821 H. D. Atha Rd. Monroe, GA 30655	Pre-K-5	<a href="http://www.athaelementary.org">www.athaelementary.org</a>
<b><u>Bay Creek Elementary</u></b> (678) 684-2800 (678) 684 -2801 (Fax)	100 Homer Moon Rd. Loganville, GA 30052	Pre-K-5	<a href="http://www.baycreekelementary.org">www.baycreekelementary.org</a>
<b><u>Harmony Elementary</u></b> (770) 267-6574 (770) 207-3300 (Fax)	934 Harmony Church Rd. Monroe, GA 30655	Pre-K-5	<a href="http://www.harmonyelementary.org">www.harmonyelementary.org</a>
<b><u>Loganville Elementary</u></b> (678) 684-2840 (678) 684-2839 (Fax)	4889 Bay Creek Church Rd. Loganville, GA 30052	Pre-K-5	<a href="http://www.loganvilleelementary.org">www.loganvilleelementary.org</a>
<b><u>Monroe Elementary</u></b> (770) 207-3205 (770) 207-3207 (Fax)	140 Dillard Drive Monroe, GA 30656	Pre-K-5	<a href="http://www.monroeelementary.org">www.monroeelementary.org</a>
<b><u>Sharon Elementary</u></b> (678) 684-2850 (678) 684-2849 (Fax)	2700 White Road Loganville, GA 30052	Pre-K-5	<a href="http://www.sharonelementary.net">www.sharonelementary.net</a>
<b><u>Walker Park Elementary</u></b> (770) 207-3240 (770) 207-3241 (Fax)	333 Carl Davis Road Monroe, GA 30656	Pre-K-5	<a href="http://www.walkerparkelementary.org">www.walkerparkelementary.org</a>
<b><u>Walnut Grove Elementary</u></b> (770) 784-0046 (770) 784-5599 (Fax)	460 Hwy. 81, S. Covington, GA 30014	Pre-K-5	<a href="http://www.walnutgroveelementary.org">www.walnutgroveelementary.org</a>
<b><u>Youth Elementary</u></b> (770) 554-0172 (770) 466-7069 (Fax)	4009 Centerhill Church Rd. Loganville, GA 30052	Pre-K-5	<a href="http://www.youthelementary.org">www.youthelementary.org</a>
<b><u>Carver Middle</u></b> (770) 207-3333 (770) 207-3332 (Fax)	1095 Good Hope Rd., NE Monroe, GA 30655	6-8	<a href="http://www.carvermiddle.org">www.carvermiddle.org</a>
<b><u>Loganville Middle</u></b> (678) 684-2960 (678) 684-2983 (Fax)	4869 Bay Creek Church Rd. Loganville, GA 30052	6-8	<a href="http://www.loganvillemiddle.org">www.loganvillemiddle.org</a>
<b><u>Youth Middle</u></b> (770) 466-6849 (770) 466-8596 (Fax)	1804 Highway 81, S. Loganville, GA 30052	6-8	<a href="http://www.youthmiddle.org">www.youthmiddle.org</a>
<b><u>Loganville High</u></b> (678) 684-2880 (678) 684-2955 (Fax)	100 Trident Trail Loganville, GA 30052	9-12	<a href="http://www.loganvillehigh.org">www.loganvillehigh.org</a>
<b><u>Monroe Area High</u></b> (770) 266-4599 (770) 266-4598 (Fax)	300 Double Springs Ch. Rd. Monroe, GA 30656	9-12	<a href="http://www.monroearhigh.org">www.monroearhigh.org</a>
<b><u>Walnut Grove High</u></b> (678) 507-3900 (678) 607-3901 (Fax)	4863 Guthrie Cemetery Rd. Loganville, GA 30052	9-12	<a href="http://www.walnutgrovehigh.org">www.walnutgrovehigh.org</a>
<b><u>Transportation</u></b> (770) 207-3200	1820 GA Highway 11, NW Monroe, GA 30656		<a href="http://www.walton.k12.ga.us">www.walton.k12.ga.us</a>

## Walton County School District | 2020-2021 Academic Calendar | 180 Days

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: black; color: white;">JULY</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>24 &amp; 27 New Teacher Orientation</p> <p>28-31 Pre-Planning</p>	JULY							S	M	T	W	TH	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: black; color: white;">JANUARY</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1 New Year's Day (Student/Staff Holiday)</p> <p>4-5 Teacher Workdays (Student Holiday)</p> <p>18 MLK Day (Student/Staff Holiday)</p>	JANUARY							S	M	T	W	TH	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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**PLEASE RETURN THIS COMPLETED FORM TO YOUR SCHOOL  
STUDENT/PARENT RECEIPT OF WALTON COUNTY SCHOOL DISTRICT'S**

- CODE OF CONDUCT
- MANDATORY EDUCATION FOR CHILDREN BETWEEN AGES SIX AND SIXTEEN/GEORGIA COMPULSORY SCHOOL ATTENDANCE LAW
- NOTICE FOR DIRECTORY INFORMATION UNDER FERPA
- NOTICE OF RIGHTS UNDER FERPA
- STATE GOVERNING RULES FOR HOSPITAL HOMEBOUND
- GIFTED, SPECIAL EDUCATION, ALTERNATIVE, POI, AND 504 EDUCATION PROGRAM INFORMATION
- UNSAFE SCHOOL CHOICE OPTION: BOARD POLICY JBCCA (2)
- BOARD POLICY FOR STUDENT RECORDS
- TEACHER PROFESSIONAL QUALIFICATIONS
- GENDER EQUITY NONDISCRIMINATION NOTICE
- STUDENT SEXUAL HARASSMENT COMPLAINT RESOLUTION PROCEDURES
- SCHOOL NUTRITION PROGRAM INFORMATION
- INTERNET ACCEPTABLE USE: BOARD POLICY IFBD (2) & IFBD – R
- CHAIN OF COMMAND PROCEDURES
- PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

I HAVE READ THE ABOVE LISTED 2020 – 2021 GUIDELINES AND POLICIES OF THE WALTON COUNTY SCHOOL DISTRICT AND UNDERSTAND THE POSSIBLE CONSEQUENCES AND PENALTIES FOR NON-COMPLIANCE.

---

**Student's Name (Please Print)** **Grade**

---

**Student's Signature** **Date**

As the parent/guardian of \_\_\_\_\_, I have read the above listed 2020 – 2021 guidelines and policies of the Walton County School District and I understand the possible consequences and penalties for non-compliance.

---

**Parent's Name (Please Print)** **Telephone Number**

---

**Parent's Signature** **Date**



**EMERGENCY PROCEDURE FOR STUDENTS ARRIVING HOME LATE  
OR FOR STUDENTS WHO ARE MISSING**

Emergency Procedure for the parents to follow when students are riding the Walton County School District (WCSD) transportation vehicles:

**Step 1: Call your student's home school** to verify that your student is no longer at the school, and that your student left the school on a WCSD bus. Please be familiar with the start and end times of your student's school as the school office will close shortly after the end of the day time for students. If your child is enrolled in one of the after school tutoring programs you will need to be aware of the ending time of the program along with the busing schedule associated to the programs.

**Step 2: Before 4:30 p.m.** call the transportation office at **770-207-3200**

**Step 3: After 4:30 p.m.** call the dispatcher office at **770-207-3189**; if your call is not answered please leave a message when prompted, as the operator is on another call. Your call will be returned immediately.

**WALTON ASSESSMENT SCHEDULE – 2020-21\***

**Elementary Schools**

<b>Assessment Window</b>	<b>Dates</b>
GKIDS 2.0	September - May
ACCESS for ELL 2.0	January 12 – March 5
GAA 2.0	March 22 - April 30
GA Milestones – EOG (Grades 3-5)	May 3 – May 12

*\*Schedule is subject to change based on guidance and decisions made by GADOE*



**Using Infinite Campus**

**Q: What is Infinite Campus?**

A: Infinite Campus is a district-wide student information system designed to manage attendance, grades and test scores. Parents utilize one login to see information on one or multiple children.

**Q: What is the Infinite Campus Parent Portal?**

A: The Parent Portal is a confidential and secure web site where you can get current information about your child's school attendance and grades online.

**Q: Who can access the Parent Portal?**

A: All parents can access the portal.

**Q: What kind of software or computer is needed to use the Parent Portal?**

A: - Computer - any computer capable of running the browser Internet Explorer 5.0 or higher, Macintosh or Windows. Software - Internet Explorer 5.0 or higher. It is a free download from [www.microsoft.com](http://www.microsoft.com). Internet connection - 56k modem speed or higher is recommended. A monitor with at least 800x600 resolutions is recommended.

**Q: How do I create a user account so I can use the Parent Portal?**

A: Your child's school will provide you with a Parent Portal ID (GUID). By using this ID and following the instructions you can set up your own account. *The GUID is like a software licensing key - it is long, but you only use it once.*

**Q: I have more than one child in WCSD Schools. Do I need to set up an account for each student?**

A: No. Once you set up one account you will be able to see information on all of your children.

**Q: What do I do if I have problems using Parent Portal?**

A: Please call your child's school for any questions regarding the Parent Portal.

**Parent Portal - Creating a User Account**

**Step 1:** Your school office staff will provide you with either a label or a handout that shows your GUID. You will use this ID as the Activation Key when creating your own Parent Portal User Account.

**Step 2:** Go to [www.wcpsgrades.org](http://www.wcpsgrades.org) to access the Parent Portal site.

**Step 3:** At the Campus Parent Portal Login screen, click on the "click here" link next to Campus Portal Activation Key.

**Step 4:** Enter a User Name. Enter a Password - must be at least 6 characters. Re-enter the password in the Verify Password field. Click on "Create Account"

**Step 5:** The system will display a successful account creation confirmation. Use the "Click here" link to login into Infinite Campus

**Step 6:** At the login screen, enter your newly created User Name and Password. Click on the "Login" button.

**Step 7:** The Parent Portal will display District and School Notices. The left-hand menu will list all of the students that are attached to your Portal User account. When you are finished viewing student information, click Log Off.

### **Procedures for Obtaining Student Records**

Parents may review their child's education records upon reasonable notice to the Principal (or the Principal's designee) of the School in which the child is enrolled. If the student is no longer enrolled in Walton County Schools, the parent or eligible student should contact the Director of Student Services. Copies of a student's records may be obtained at a cost of \$.10 per page. A parent may also authorize disclosure of their child's education records to a third person or entity. To be effective, the authorization (1) must be in writing, (2) must designate the records which are to be released, and (3) must be dated and signed.

### **Important Information Concerning Student Attendance**

One of the most important ways you can help your child succeed in school is to make sure he or she attends school regularly and is on time every day. Please contact the school and let us know if there are any problems that prevent your child from coming to school regularly. State and local laws require that Walton County School District make you aware of the requirements for school attendance and the consequences for excessive absences.

### **Georgia Law and School Policy State These Requirements:**

- Students between the ages of 6 and 16 must be enrolled in a public or private school or in a home study program.
- Students and their parents/guardians are responsible for ensuring that students attend school regularly and are on time.
- Parents/guardians must let the school know within three (3) days (in writing) the reason for the absence.
- Any unauthorized absence from school will constitute an act of truancy. Students with 5 or more unexcused absences and all cases of students with 10 or more total absences will be submitted to the School Attendance Officer for further options.

### **Risks and Penalties Associated with Excessive School Absences**

Students with excessive absences are at risk in many ways. Students risk falling behind in their schoolwork, losing course credit, and missing valuable opportunities to learn social and emotional skills that will help them succeed in life. In addition, students with excessive absences may be referred to the School Attendance Team, the School Social Worker or to the Juvenile Court.

Parents/guardians of students who violate the Georgia Compulsory School Attendance risk being fined (\$25 - \$100), jailed for up to 30 days, and/or ordered to perform community service. For legal reference, see O.C.G.A. 20-2-690.1.

### **Families and Schools Need to Work Together for School Success**

Since regular school attendance is so important to school success, and since the penalties for absences are so serious, it is vital that families and school work together to promote regular school attendance. Parents/guardians are encouraged to contact a teacher or school administrator regarding any problem that may interfere with a student's school attendance. If you have questions about school attendance, please contact your child's school.

### **School Nutrition Program**

We welcome and encourage all of our students to eat healthy, safe, nutritious meals provided by the lunchroom. School meals are planned according to current USDA meal planning guidelines. Students are required to select at least one fruit or vegetable option with their meal. School Nutrition and school nurses will communicate regarding food allergies. *Milk substitutions may not be made without a Special Dietary Restriction form on file*; other menu substitutions are made on a case-by-case basis. Contact the SNP office to discuss meal accommodations.

All schools provide breakfast daily. We encourage students to start the school day with a filling and healthy school breakfast. Students who eat breakfast should arrive early enough to eat so they are not tardy to class. School specific procedures will be shared in the first few days of school.

Extra items which meet federal guidelines may be sold for an additional charge. Elementary and middle school students must purchase a lunch or show that a lunch was brought from home prior to purchasing extra items. Elementary students may be required to pay for these items separately from their lunch account. Students with negative account balances may not purchase and may have privileges restricted.

### **Meal Prices and Payments**

Reduced price breakfast will cost \$0.30 and reduced price lunch will cost \$0.40. Student paid and adult meal prices will be published on the WCSD web page prior to the beginning of the school year.



Students use their unique (InfiniteCampus) student number for lunchroom transactions. Students may eat more than one meal, but only the first meal per serving period is priced as a student meal (regardless of student status). Additional meals are charged at the adult price. Students may **NOT** share their student number with friends or siblings.

Each student has a unique account to which payments are credited. Money left in accounts at the end of the year will remain for the next school year unless a refund request is completed. Families of graduating seniors may donate remaining funds to angel accounts, specific accounts, or may request a refund.

Parents are encouraged to prepay for meals. Parents may create an account on MyPaymentsPlus.com where they can monitor purchases and account balances for free. Deposits may be made online via credit card, debit card, or e-check OR by telephone (call 866-764-0642). Online or telephone deposits incur a small convenience fee (noted before transaction completion). The mypaymentsplus app is available for iPhone or Android devices.

Parents may also send meal payments to the school. When sending a check, please include the child's name, ID number, teacher name, and telephone number. If sending cash please enclose your payment in an envelope with the child's name, ID number, and teacher name.

We love for family members and visitors to join us in the lunchroom. Visitors may select any of the menu items offered at the school. We strongly discourage parents from bringing fast food meals.

### **Charge Policy**

In order to maintain financial stability, students have limits set according to school level regarding how much they can charge. These limits are explained in terms of "lunch equivalents". To determine the dollar amount your student is allowed to charge, multiply your student's lunch meal price times the number of lunch equivalents they may charge.

The charge limit may be reached by charging a combination of breakfast, lunch, and extras.

Elementary students may charge up to the equivalent of 4 (four) lunch equivalents.

Middle school students up to the equivalent of 2 (two) lunch equivalents.

High school students up to the equivalent of 1 (one) lunch equivalent.

Once a student reaches his/her charge limit, they will be offered an alternate meal (for breakfast or lunch). Alternate meals will be offered until the student's account has been brought up to date. Parents may call the cafeteria at any time to check a student's balance or request an account history or are encouraged to utilize MyPaymentsPlus.

### **Free or Reduced Price Meal Applications**

Free or reduced price meal applications are distributed at the beginning of the year and are available at any time during the year by contacting an SNP office, downloading from the SNP webpage, or completing an online application (via a link on the SNP webpage). We are unable to accept scanned or faxed applications. **A new form is required each year** unless you have been notified by the School Nutrition office. Applications are kept in a secure location and eligibility information is confidential. Applications are subject to a verification process. **Families are responsible for all charges incurred prior to the approval of the application.** Student meal status benefits apply at both lunch and breakfast. Extras (including extra milk), partial meals, and adult meals are not affected by meal benefits and are charged at a la carte prices.

Contact the School Nutrition office (770-266-4431) to check on the status of an application.

### **Refunds and Transfers**

Parents of students who leave the Walton County School system for any reason should request a refund of any money that remains in the student meal account. Money may also be transferred to another student account within the school district. Refunds are not available from school cafeterias.

For a refund, we prefer you download a refund request form from our website; however, requests are also accepted via email. Submit the form to the School Nutrition central office via mail (ATTN: School Nutrition, 1820 Hwy 11, Monroe, GA 30656) or fax (770-266-4437). Please allow up to 30 days for a refund check to be mailed, cash refunds are not given. Contact the School Nutrition Bookkeeper at 770-266-4432 regarding refunds or transfers.

### **NSF Checks**

Checks returned for insufficient funds are sent to Envision Payment Systems (1-877-290-5460). Please contact Envision directly. Schools do not have access to Envision records.

### **Credit Card Disputes**

Since deposits made to student accounts require knowledge of the student's unique identification number, purchases made with funds which are later disputed will remain the responsibility of the parent or guardian of the student.

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202)690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Title I Programs 2020 - 2021

Title I is a part of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA). This Act provides federal funds through the Georgia Department of Education to schools with high numbers or percentages of children from low-income households to help ensure that all children meet challenging State academic content and student academic achievement standards.

<b>Title I Schoolwide Programs 2020-2021</b>
Atha Road Elementary School
Bay Creek Elementary School
Harmony Elementary School
Monroe Elementary School
Walker Park Elementary School
Walnut Grove Elementary School
Carver Middle School
Monroe Area High School

**Contact Shannon Hammond, Director of Federal Programs, should you have recommendations, concerns, or require additional information about Title I: (770) 266-4486 or [Shannon.hammond@walton.k12.ga.us](mailto:Shannon.hammond@walton.k12.ga.us) .**

## Special Education Department

The special education department collaborates as an integral component of the curriculum department of Walton County School District to assure that all students have access to appropriate services, supports, and resources to learn. That same collaboration is evidenced in each school as students with disabilities are educated to the greatest extent possible in general education environments with their non-disabled peers. You will find many resources on our website referencing activities, training opportunities, & support groups!

### Your Rights as Parents - Regarding Special Education

The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations. A copy of this notice must be given to parents only one time a school year, except that a copy must be given to the parents: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint under 34 CFR §§300.161 through 300.163 and upon receipt of the first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request. [34 CFR §300.504(a)]

Parents have the right to be notified about the Georgia Special Needs Scholarship Program (GSNS). If a student meets the eligibility criteria for the GSNS Program; a parent has the right to request a transfer from a student's current public school to another public school within their district of residence; or another public school district outside their district of residence; or one of the three state schools for the blind or deaf; or a private school authorized to participate in the GSNS Program. Refer to the information on the Georgia Department of Education website [www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx](http://www.doe.k12.ga.us/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx) for more details about the GSNS Program.

**Parents have the right to be notified of low cost or free legal services. This procedural safeguards notice is available at your child's school, on our system website, or by calling the Special Education Department at 770-266-4502. For additional information regarding Special Education you may contact the Special Education Department at 770-266-4501.**

### **Gifted Education Program**

Walton County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment. Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities. The State Board of Education determines eligibility criteria for placement in this program. For further information about Walton County's Gifted Education Program, contact the Gifted Program teacher at your child's school or Walton County School District, 200 Double Springs Church Rd., Monroe, GA 30656.

### **GA's Tiered System of Supports for Students**

Walton County School District in alliance with the Georgia Department of Education provides a preventive framework to improve performance outcomes of all learners. This multi-level prevention system is a framework designed to provide support matched to student needs to maximize student achievement and reduce behavior problems. The Tiered System of Supports for Students includes school wide implementation that focuses on the "what and how of instruction" and the provision of services and supports to students that meet their unique, whole child needs.

Our multi-level prevention system, referred to as Multi-Tiered system of Support (MTSS), includes three levels of intensity or prevention and how student's respond to the supports provided. Response to intervention (RTI) teams are a part of the general education model that promotes early identification of students who may be in need of additional academic and behavioral support. MTSS/RTI provides a flexible problem-solving model in which schools provide high-quality instruction (Level 1) and interventions (Levels 2 and 3) to answer the questions: "How do we know when students are learning?" and "What do we do when students do not learn?" RTI teams focus on providing timely assistance to students and matching the needs of the learner with the appropriate intervention to close barriers to learning in the classroom. Research-based interventions are implemented and frequently monitored to assess student's response and progress. Federal Laws emphasize the importance of providing high quality, scientifically based instruction and interventions for all students to meet grade level standards. Students receive instruction and interventions based on their needs and may move between tiers as data supports.

All students are included in MTSS/RTI problem solving process and will receive a strong and rigorous standards-based learning environment, and when needed, remediation, interventions and/or enrichment supports.

#### **Essential Elements of MTSS/ RTI**

- Universal screenings of academics and behavior
- Differentiation and use of scientific, research-based instruction, intervention and strategies
- Multiple levels of interventions matched to student needs
- Monitoring student progress
- Data based decision making to meet student needs
- Parent involvement

For additional information on RTI, please visit the following websites:

DOE website- Georgia's Tiered System of Supports for Students: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/TieredSystemofSupports.aspx>

PBIS and MTSS: [www.pbis.org/school/mtss](http://www.pbis.org/school/mtss)

National Center for Response to Intervention: <http://www.rti4success.org>

RTI Action Network: Resources for Parents & Families: <http://www.rtinetwork.org>

National Research Center on Learning Disabilities: <http://www.ldonline.org/article/22734?theme=print>

### **Notice to Parents Regarding Section 504 Services**

Section 504 of the Americans with Disabilities Act prohibits discrimination on the basis of disability in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 and IDEA have different criteria for determining who is protected under the law. Specifically, the meaning of "disability" in the IDEA is different than the meaning of "disability" in Section 504/Title II. To be protected under Section 504, a child must be a disabled person, which means having a mental or physical impairment which substantially limits one or more major life activities, having a record of such impairment; or being regarded as having such impairment and inhibit the student's access to a "free appropriate public education" (FAPE). Appropriate educational services are designed to meet the student's individual needs as adequately as the needs of students without disabilities are met.

To initiate consideration for Section 504, contact the 504 administrator at your child's school who will then provide you with a meeting letter explaining the evaluation process and a copy of the 504 parent rights. 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 by parents with the 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 RTI plan or if needed consideration for a special education referral.

For any further information regarding Section 504, you may contact Dr. Donna Major, District Coordinator in the Department of Curriculum and Instruction at (770) 266-4489 or [donna.major@walton.k12.ga.us](mailto:donna.major@walton.k12.ga.us)

### **Notice to Parents Regarding Hospital/Homebound (HHB) Services**

Walton County School District provides continuous educational services for students who are unable to attend school due to a diagnosed medical or psychiatric condition for a minimum of ten consecutive school days. Due to block scheduling, high school students are only required to miss 5 consecutive days to qualify. Students may also receive HHB services for intermittent periods of time still totaling at least 10 school days. Students served intermittently usually must miss a minimum of three consecutive days per episode, or 2 days for high school students. These services may be provided in the hospital or at the child's home or other agreed upon location.

To initiate Hospital/Homebound (HHB) services, obtain a *Hospital/Homebound (HHB) Services Request Form* and *HHB Medical Referral Form* from the HHB contact at your child's school. Complete the services request form and have the medical form completed by the licensed physician or licensed psychiatrist who is treating your child for the diagnosed condition. Give both completed forms to the HHB contact at your child's school.

A conference to develop an Educational Service Plan (ESP) for your child will be convened within five school days of receipt of the completed application. The purpose of the conference is to address the impact that the physical and/or psychological condition may have on your child's educational performance. The school team or Individualized Education program (IEP) team will determine the exact amount of instructional time based on the ESP, which takes into consideration the cognitive ability and medical condition of your child. To comply with the Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services, a minimum of three instructional contact hours per week must be provided for your child to be counted present.

Should you have any questions regarding HHB services, please communicate with the school's HHB contact. Local education agencies (LEAs) are responsible for providing instructional services for students who are eligible for Hospital/Homebound (HHB) services and hospitalized in health care facilities. The LEA may provide the services directly or can arrange with or contract directly with the health care facility, the LEA in which the health care facility is located, or appropriately certified teachers in the geographic area in which the health care facility is located. The state requirement is for HHB students to receive a minimum of 3 hours HHB instruction for each full missed week of school.

**NOTE:** Parents/guardians, emancipated minors, or students 18 years of age or older must complete the LEA HHB application forms before services can be provided by the LEA. A contract with the hospital to provide HHB services for a specific student must be in place before the LEA will reimburse the hospital for instructional services.

For any further questions that cannot be answered by your child's school HHB contact, you may contact the county HHB coordinator in Student Services at (770) 266-4510.

### **Gender Equity - Nondiscrimination Notice**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-316). Students are hereby notified that Walton County Schools does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Chief Human Resources Officer, 200 Double Springs Church Road, Monroe, GA 30656, 770-266-4410. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Policy Level: Administrative Regulation	Descriptor Code: IFBD (2)	Rescinds Code:
Descriptor Term: Internet Acceptable Use	Effective Date: May 14, 2013	

**Introduction**

It is the policy of the Walton County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions**

Key terms are defined in the Children’s Internet Protection Act.\*

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Walton County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Walton County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information and Technology Services or designated representatives.

The Director of Instructional Technology will work the Principals or designated representatives to provide age-appropriate training for students who use the Internet. The training provided will be designed to promote the district’s commitment to:

- A. The standards and acceptable use of Internet services as set forth in the district’s Internet Safety Policy.
- B. Student safety with regard to:
  - a. Safety on the Internet;
  - b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. Cyberbullying awareness and response.
  - d. The Superintendent may promulgate additional regulations on Internet use not inconsistent with this policy.
    - i. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Policy Level: Administrative Regulation	Descriptor Code: IFBD-R	Rescinds Code:
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The Internet Acceptable Use Policy and Administrative Regulations will be placed in each school's agenda. A signature of parent indicates understanding of school rules and regulations, which includes the Internet Acceptable Use Policy.

**PURPOSE:** Walton County School District provides all students and staff access to the Internet, network resources, and computing devices at designated graded levels as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on the use of these resources. In addition to this policy, the use of any school computing device, also requires students to abide by the WCSD Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy. It is the purpose of this list of guidelines to ensure that all persons who use WCSD technology resources, both students and employees, use these valuable resources in an appropriate manner.

**TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY**

Specifically, the student:

- Will adhere to these guidelines each time the Internet is used at home and school.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private.
- Will use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech.
- Understands that Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks, is to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files, or communications to others through email or post to the Internet.
- Will not attempt to access networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and make you subject to disciplinary action.
- Will not tamper with computer hardware or software, attempt unauthorized entry into computers, or vandalize or destroy computing devices or computer files. Damage to computing devices may result in felony criminal charges.
- Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials (files).
- Will keep computing devices secure and damage free. Each device is issued with a protective case. The student is allowed to upgrade the case. If they choose to do this, they must turn in the case provided by the system to the Media Center.
- Will back up data and other important files regularly. WCSD will at times maintain the devices by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.

**Follow these general guidelines:**

- Do not loan your device, charger, cords or any other device related items.
- Do not leave the device in vehicle.
- Do not leave your device unattended.
- Do not eat or drink while using the device or have food or drinks in close proximity to the device.
- Do not allow pets near your device.
- Do not place the device in floor or in sitting area such as couches or chairs.
- Do not leave the device near table or desk edges.
- Do not stack objects on top of your device.
- Do not leave the device outside or use near water such as a pool.
- Do not check the device as luggage at the airport.
- Devices must remain in system or student provided case at all times.
- Devices should be securely stored and not in use when walking in the hall.

By signing this you agree to abide by the conditions listed above and assume responsibility for the care and proper use of WCSD technology, including personally backing up personal data. WCSD is not responsible for any loss resulting from delays, non-deliveries,

missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using WCSD technologies is not guaranteed as to its accuracy or quality. You understand that should you fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, you may be subject to disciplinary action outlined in the WCSD Student Code of Conduct and, if applicable, your device may be recalled. By signing below, parents/guardians give permission for the school to allow their son or daughter to have access to the school device and Internet under the conditions set forth above.

**As the parent/guardian, my signature indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to the described electronic resources.**

**BY SIGNING PAGE 5 OF THE 2020-2021 GUIDELINES AND POLICIES OF THE WALTON COUNTY SCHOOL DISTRICT BOTH PARENT AND STUDENT UNDERSTAND THE POSSIBLE CONSEQUENCES AND PENALTIES FOR NON-COMPLIANCE OF THE INTERNET ACCEPTABLE USE AND REGULATIONS.**

### **Teacher Professional Qualifications**

In compliance with the requirements of the Every Students Succeeds Act, parents may request information about the professional qualifications of their child's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teachers' and/or paraprofessionals' qualifications, please contact the principal of your child's school or Shannon Hammond, Director of Federal Programs, at 770.266.4486.

WALTON COUNTY SCHOOL DISTRICT  
**Student Code of Conduct / Student Agenda Book 2020-2021**

The Walton County Board of Education is committed to providing a safe, orderly and productive learning environment for all students. Student behavior is based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the school district's belief that schools must be places where students feel safe, supported, valued and respected. Students are expected to:

- **Participate fully in the learning process** – students should report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs their own or other student's educational achievement** – students should know and avoid the behaviors prohibited by the student code of conduct, take care of their books and other instructional materials and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school personnel** – students must obey directions, use acceptable and courteous language, avoid being rude or disrespectful and follow school rules and procedures.
- **Recognize and respect the rights of others** – all students should show concern for and encouragement of the educational achievements and efforts of others.

Violations of the Student Code of Conduct are grouped into three levels (Level I, Level II, and Level III). Before determining the level of a violation, the principal or assigned administrator will review the facts and consult with individuals necessary to make this determination. Once the level of the violation has been determined, appropriate disciplinary procedures will be implemented.

For minor classroom disruptions, the teacher will take appropriate in-class disciplinary action and, where appropriate, will contact the student's parent(s) or guardians(s). If the student's behavior does not improve, or the disruption is severe, or when local Board of Education policy or state or federal law has been violated, a referral will be made to the principal or assigned administrator. Misbehavior on the bus may be treated in the same manner as misbehavior in the classroom or on school property. Riding the school bus is a privilege, not a right.

Administrators will follow a progressive discipline process whenever discipline is to be imposed including bus misbehavior. The degree of the discipline to be imposed for any violation, including the first time a student had committed a disciplinary infraction, will be in proportion to the severity of the violation. When considering the discipline to be imposed, administrators will take into account any and all relevant factors to assure that the appropriate degree of discipline is imposed. These factors include: the seriousness of offense, the student's prior disciplinary history as part of the permanent record, the degree of pre-meditation, impulse of self-defense, the student's age, and/or disability, and the student's attitude and willingness to cooperate, and other mitigating or aggravating circumstances. The principal or designee has the authority to place a student on an Administrative Probation Contract during a parent/guardian conference as a response to progressive discipline prior to taking the student to a disciplinary hearing. School administrators have discretion as to if and when a student is placed on the contract and what the terms of the contract will be. **Parents of Pre-K students are reminded that their children can be disciplined under the Code of Conduct.** Students who exhibit a pattern of violations of the Code of Conduct not resulting in a disciplinary hearing may be placed on administrative probation by a school level administrator as a means of correcting the student's behavior. In a meeting with the student and parent or guardian, the principal or principal's designee will establish the length and terms of administrative probation which shall be included in a contract signed by the student, parent or guardian and the administrator. Violation of any of the terms of Administrative Probation may result in a disciplinary action, including referral of the student to a disciplinary hearing under code of conduct rule 3.23.

Walton County School District's Student Code of Conduct extends to violations of the Student Code of Conduct which occur (1) on school property; (2) on a school bus or other transportation provided by the School District; (3) at the school bus stop and/or between the school bus stop and home; (4) off school property at a school-related activity or event; (5) while traveling under the supervision of school officials to or from a school-related activity or event; (6) off school property when the student leaves school (or other location where the student is under the supervision of school officials) and commits an act which violates the Student Code of Conduct; and (7) off campus at any time while the student is under the supervision of school officials. Students who engage in off-campus behavior unrelated to a school activity or event may still be subject to disciplinary action if: (1) the student's off-campus conduct could result in the student being charged with an offense which would be a felony if committed by an adult **and** the off-campus conduct either makes the student's continued presence at school a potential danger, or would disrupt the school environment; or (2) the student's off-campus expressive behavior (including, but not limited to, written communication; email; internet posting; social media; texting and/or other forms of communication) which consists of bullying, cyber bullying, threats or harassment) could reasonably be expected (a) to come to the attention of school officials **and** (b) to create a substantial risk to the safety of students, staff or others or create a substantial risk of disruption to the school, any program, or the school environment.

Also students with school parking permits are reminded that they can have their parking privileges revoked as a consequence of misbehavior. Certain offenses will be referred to the school district's Disciplinary Hearing Officer to determine whether the student should be expelled, suspended, or given the option to attend the alternative program. The violations for which referral to the school district's Disciplinary Hearing Officer will be made include offenses listed in Level II which are serious in nature (i.e., offenses resulting in a disciplinary recommendation for long-term suspension, expulsion, or given the option to attend the alternative program) and offenses listed in Level III. Parents will be given the option to waive their right to a student disciplinary hearing and accept the school's recommendation for disciplinary action. Information will be shared in the school level administrative discipline conference concerning the waiver procedure.



Students are reminded that misbehavior at school can negatively affect academic performance. Students are also reminded of restrictions during disciplinary action. Students shall not be allowed to participate in nor attend any school sponsored activities including, but not limited to, school dances, athletics, and marching band and are restricted from attending any school events where Walton County students are guests during the period of time that they are being disciplined through an assignment for out-of-school suspension, alternative program or expulsion. Further, the student may not enter any Walton County School District building or onto property owned and/or operated by the Walton County School District. Additionally, students assigned to ISS - awaiting a disciplinary hearing may not attend programs, events, activities or games. Failure to comply with this restriction will result in the student being arrested for trespassing and could result in expulsion from Walton County School District. Also, returning RYDC students may be placed in the alternative program up to 20 days as a transitional strategy. A placement committee will convene for students coming from a residency assignment to review Walton County School District placement options.

As required by law, teachers and administrators will report to the principal or to his or her designee those students who have committed aggravated assault with a firearm, aggravated battery, sexual offenses, possession of a deadly weapon and commission of drug offenses. Such students will be reported to the superintendent, local police authority and the District Attorney as required by O.C. G.A. § 20-2-1184. (NOTE: Students in grades K-5 are subject to the Student Code of Conduct, and may be referred to the Disciplinary Hearing Officer where appropriate).

Discipline records are a part of a student's confidential educational records and are protected by FERPA guidelines.

## **Level I Misconduct**

An act of misconduct at Level 1 generally requires staff intervention but does not seriously endanger the health or safety of others. For a first time Level 1 offense, disciplinary actions may include, but are not limited to the following: loss of privileges, parent/teacher conferences, assignment of a school service or project related to the misbehavior, a behavior contract, detention, in-school suspension (ISS) short-term out-of-school suspension (OSS, less than 10 days), administrative probation contract or other reasonable disciplinary action at the discretion of the principal or his or her designee. For Level 1 bus misbehavior, the school bus driver may reassign the student's seat, notify the parent/guardian, or refer the matter to a school administrator. **Dispositions listed are minimum.**

### **1.01 Bus Misbehavior (GA .06)**

A student shall not disregard the directions of school bus drivers or school bus aides, or otherwise fail to comply with the Student Code of conduct while on the bus. In addition to the other rules in this Student Code of Conduct, students will (a) load and unload the school bus in a safe and orderly manner; (b) be at the bus stop on time; (c) go directly to an available or assigned seat upon entering the school bus; (d) refrain from bringing oversized or potentially dangerous objects onto the school bus; (e) keep the school bus aisle free of all objects; (f) refrain from eating, drinking, or chewing gum; (g) keep seating area clean and in good, safe condition; and (h) refrain from distracting the driver.

### **1.02 Disregarding Instructions of a School Official (GA .33)**

A student shall not disregard the instructions of school personnel. Examples of noncompliant conduct include continued refusal to complete assignments, violating classroom rules and decorum and failing to follow instructions and guidelines during extracurricular activities and field trips.

### **1.03 Disrupting the School Environment (GA .33)**

A student shall not engage in any conduct which is reasonably likely to distract students from learning or disrupts the orderly educational process in the classroom or any other instructional setting.

### **1.04 Excessive Tardiness\* (GA .30)**

A student shall not report late to school or class without a valid excuse from his/her parent/guardian. Excessive tardies may subject a student to discipline under this rule.

### **1.05 Failure to Serve a Teacher Assigned Detention (GA .30)**

A student shall not fail to serve teacher assigned detention.

### **1.06 Gambling**

A student shall not participate in any form of gambling or be in possession of any gambling device or item which can be used to promote or facilitate gambling; provided, however, nothing in this section shall prohibit a student from participating in school-sponsored raffles. Students who participate in gambling activities involving amounts of \$100.00 or more may be charged with violating Rule 2.30.

### **1.07 Inappropriate Public Display of Affection (GA .16)**

A student shall not engage in an inappropriate public display of affection.

### **1.08 Use of Profanity or Obscene Language (GA .33)**

A student shall not use profanity or obscene language, even if the profanity or obscene language is not directed toward another or intended to be heard by another. A student who directs profanity or obscene language or gestures toward another person shall be charged with rule 2.04.

### **1.09 Littering**

A student shall not throw, leave or dispose of litter or waste except in a designated trash can or recycling container

### **1.10 Minor Parking Violation**

A student shall not violate any published rules or regulations related to driving on campus.

### **1.11 Minor School Disturbance (GA .33)**

A student shall not engage in any conduct which is reasonably likely to distract other students or interfere with learning for a short duration. A student who engages in conduct which disrupts the education process for any significant duration may be charged with a violation of Rule 2.28. A student who creates a material or substantial disruption may be charged with rule 3.11.

### **1.12 Dress Code Violation (GA .31)**

Students are expected to follow school and agenda specific descriptions for dress code. A student shall not violate the published dress code of his or her school.

### **1.13 Sleeping in Class**

A student shall not sleep in class or engage in any other off-task behaviors.

### **1.14 Subsequent Level I Offense (GA .33)**

A student who commits a second violation of a Level 1 offense within the same school year may be subject to Level II and/or Level III disciplinary action.

## **Level II Misconduct**

Level II misconduct may result in an immediate disciplinary action by a school -level administrator up to and including short-term (10 days or less) out-of-school suspension pending a hearing before the Student Disciplinary Hearing Officer. In addition to the above, school administrators may also impose such lesser disciplinary measures as appropriate. Examples of such measures may include, but are not limited to: an Administrative Probation Contract, revocation of parking privileges, school bus suspension, and assignment to ISS. Following a student disciplinary hearing, a student found to have committed an act of Level II misconduct may be subject to long-term suspension, expulsion, or given the option to attend the alternative program. A subsequent Level II offense may be considered to be an aggravating factor by the Student Disciplinary Hearing Officer when determining the appropriate level of discipline to impose. **Dispositions are minimum.**

### **2.01 Bus Misbehavior (GA .06)**

A student shall not disregard the directions of school bus drivers and school bus aides or otherwise fail to comply with the Student Code of Conduct while on the bus. In addition, students will (a) not use loud voices, profanity, or obscene gestures; (b) remain properly seated until they are instructed to unload the school bus; (c) not push and shove other students or engage in horseplay while waiting to load the school bus, while loading or unloading the school bus, or while on the school bus; (d) not extend head, arms, hands, or other objects out of the bus windows; (e) not throw objects from the school bus or while inside the school bus; (f) not use any electronic devices which might interfere with the school bus communications equipment or the school bus driver's operation of the school bus, including cell phones, pagers, and CD or MP3 players or similar devices; (g) not intentionally ignore or refuse to comply with the safety-related directive of a school bus driver or other school district employee; (h) not use mirrors, lasers, flash cameras, or any other lights or reflective device in any manner that might interfere with the school bus driver's operation of the school bus.

### **2.02 Bullying (GA .29)**

A student shall not bully another student. Bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by a present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal or physical act(s) which a reasonable person would perceive as being intended to threaten, harass or intimidate, that: (a) causes another person substantial physical harm or visible bodily harm; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school. Upon a finding by the Disciplinary Hearing Officer that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be given the option to attend the alternative program in lieu of expulsion. (4) Retaliation by a student against another who made a bullying report is strictly prohibited. The retaliating student will be subject to a disciplinary hearing with possible law enforcement charges filed. Some examples of bullying are listed, but are not limited to the following, direct bullying (e.g., hitting, kicking, shoving, spitting, taunting, hazing, making degrading racial or sexual comments, using threatening speech or threatening behavior or obscene gestures) and indirect bullying (e.g., getting another person to assault a student, spreading rumors, deliberate exclusion from a group or activity and cyber bullying).

### **2.03 Cheating (GA .32)**

A student shall not engage in any act of academic dishonesty. Academic dishonesty includes (1) cheating; intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise (e.g., copying another student's work); (2) fabrication; intentional and unauthorized falsification or invention of any information or citation in an academic exercise; (3) facilitation of academic dishonesty; intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; or (4) plagiarism; intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

### **2.04 Directing Obscene, Offensive or Profane Language at any School District Employee (GA .33)**

A student shall not direct any vulgar, profane, indecent or obscene language or gestures toward a school district employee or volunteer.

**2.05 Disrespectful Behavior/Disregard for Directions or Commands (GA .33)**

(a) A student will not disregard the directions or commands of teachers, administrators, other faculty or staff, or other school officials. Disregard for directions or commands includes without limitation failure to follow school rules and/or Board policy.

(b) A student will not engage in disrespectful behavior, including without limitation rude behavior; profanity; ethnic, racial, religious, or sexual slurs, or derogatory statements; name calling; indecent, lewd, or vulgar language or conduct; defamatory statements; and/or taunting.

**2.06 Electronic/Communication Device (GA .34)**

Use during school hours of a beeper, pager, cellular phone, personal digital assistant (PDA), any visual and/or audio recording device or other electronic equipment is prohibited except where the student receives prior permission from the principal or principal's designee for use of the item. Phones and other electronic devices must remain off during instructional classes. Failure to silence an electronic device shall be a violation of this rule. Schools are not responsible for loss, theft or replacement of items. Electronic devices used without permission may be confiscated by the administration. Possession and transmission of pornographic materials via electronic devices can result in violations of other provisions of the Student Code of Conduct (e.g., rules 2.16 and 2.17) and may result in a recommendation of suspension, option to attend the alternative program, or expulsion.

**2.07 Fighting and/or Simple Battery (GA .03, .08)**

No student shall intentionally make physical contact of an insulting or provoking nature with another person, or intentionally cause physical harm to another. A student may be charged with violating this rule even if the victim does not suffer any visible bodily harm. Examples of prohibited conduct include pushing, shoving, wrestling or hitting between students; or participating in an altercation.

**2.08 Fire Alarm (GA .06)**

See rule 3.03.

**2.09 Fleeing a School District Employee/Interference with School Operations (GA .33)**

A student shall not prevent, interfere with, resist or intimidate school personnel in the performance of their duties or attempt to do so. A student shall not prevent or attempt to prevent another student from participating in educational activities, disciplinary hearings or administrative investigations. Prohibited conduct under this rule includes, but is not limited to, fleeing or running from school personnel, refusing to cooperate with a search to recover dangerous or contraband items and threatening to retaliate against a student or other person who cooperates or provides testimony related to an investigation or disciplinary hearing.

**2.10 Gang Activity (GA .35)**

A student shall not engage in conduct that is reasonably viewed as promoting or advertising participation in a street gang, as defined by O.C.G. A. § 16-16-3. A student who causes property damage as a result of any act of gang-related painting, marking, or writing on or tagging of school property may also be charged with a violation of rule 2.13 (Destruction of Property) or rule 3.15 (Damage to Property).

**2.11 Inappropriate Use of Technology (GA .05)**

A student shall not use technology resources to:

- Send, display, access, publish or download material or content that is obscene, offensive, vulgar, and/or pornographic by electronic means;
- Engage in any violation of the school district policies or the Student Code of Conduct, including bullying, cyber bullying, harassment or threats of violence;
- Use obscene, profane, discriminatory, threatening or inflammatory language;
- Damage computers, computer systems, software/programs or computer networks (this includes changing workstation and printer configuration). (GA .05)
- Engage in "hacking" or any other attempt to compromise the security or configuration of any computer system, including the use of proxy servers or other filter avoidance measures;
- Violate copyright laws or engage in any illegal activity;
- Use or access another users' computer ID, file folders, work or password;
- Participate in or use electronic mail, instant messaging, chat rooms or other forms of direct electronic communication unless expressly authorized by and under the direct supervision of school personnel;
- Publish, display or share material that is reasonably likely to cause a material and substantial disruption to the school environment;
- Use a non-teacher approved site on the internet.

**2.12 Intentionally Providing False Information (GA .33)**

A student shall not: (a) provide a false name when requested to identify himself or herself; (b) falsify school records; (c) make false statements or provide other false information to school personnel; (d) engage in any act of deception or falsification; or (e) forge another person's signature or present a document with a forged signature. A student who knowingly and intentionally falsifies, misrepresents, omits or erroneously reports information regarding an instance of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student may be charged with violating rule 3.25 .

**2.13 Destruction of Property (\$500 or less) (GA .20)**

A student shall not intentionally damage or deface the property of another, including school district property, without the consent of the owner. If the value of the property is more than \$500.00, the student will be charged with a violation of Rule 3.12

**2.14 Possession of Contraband (GA .34)**

A student shall not possess any item expressly prohibited in the classroom or at school level by teachers, administrators or other school personnel. In addition to any contraband identified at the school level, all students shall be prohibited from possessing laser light pointers.

**2.15 Possession of Obscene and/or Offensive Materials or Use of Obscene and/or Offensive Manifestations (GA .06)**

A student shall not possess, display, publish or share any obscene, lewd, vulgar or pornographic material. A student shall not direct obscene, vulgar or profane forms of expression (verbal, written or gesture) toward another person.

**2.16 Possession of Stolen Property (GA .34)**

A student shall not possess property which the student knows or reasonably should know to be stolen.

**2.17 Sexual Harassment (GA .16)**

A student shall not engage in any act of sexual harassment. Sexual harassment is unwelcome verbal, nonverbal or physical conduct that is sexual in nature and/or conduct that is directed at another person based on sex. Sexual harassment which involves threats of violence or any other criminal act will result in the student being charged with an appropriate Level III violation. Pending a student disciplinary hearing, the accused student may be subject to certain restrictions, including but not limited to OSS, ISS, reassignment to a different school, class reassignment, and/or bus reassignment in order to eliminate or minimize contact with the victim.

**2.18 Possession and/or use of Tobacco (GA .18)**

A student shall not possess or distribute any type of cigarette, tobacco, tobacco product, tobacco related object or look-alike objects which appear to be cigarettes, electronic cigarettes, tobacco, tobacco products or tobacco related objects. Tobacco related objects include any object or device which may be used to consume tobacco, including smoking paraphernalia, wrapping or rolling papers, matches, and lighters.

**2.19 Simple Assault (GA .17)**

No student shall (1) attempt to inflict a violent injury upon another person; or (2) commit any act which places another in reasonable apprehension of immediately receiving a violent injury.

**2.20 Theft (\$1500 or less) (GA .11)**

A student shall not take, be in possession of or dispose of the property of another, including school district property, without the consent of the owner. If the value of the property is more than \$1,500.00, the student will be charged with a violation of Rule 3.20.

**2.21 Threats and/or Extortion (GA .17)**

A student shall not threaten, either verbally, electronically or in writing, to cause injury to the person or property of another person, either directly to the intended victim or to another person (see 2.02 Bullying). Additionally, a student shall not attempt to obtain anything of value from another by threatening to (a) inflict bodily injury; (b) commit a criminal offense; (c) accuse another of committing a criminal offense; (d) disseminate any information tending to harm the reputation of another. Completion of the threat constitutes a LEVEL III offense.

**2.22 Trespassing (GA .19)**

A student shall not enter any school district property without permission when neither school nor a school related activity is in session; remain on school district property when directed to leave by a school or law enforcement official; or enter upon school district property or attend a school sponsored function (whether or not on school property) while under expulsion, OSS, ISS, or assignment to the Alternative Educational Program.

**2.23 Truancy and/or Unauthorized Leaving Class/Campus (GA .30)**

A student shall not be absent from or late to school, class, or any required assembly without proper authorization or excuse. A student shall not arrive late or leave early without following sign in or sign out procedures through the attendance office.

**2.24 Unauthorized and/or Inappropriate Use of School or Personal Property (GA .33)**

A student shall not access or use school property or the property of another person in a way that constitutes mis-use or is not authorized.

**2.25 Encouraging or Assisting Another to Engage in a Level II Violation (GA .33)**

A student shall not encourage or assist another student to engage in any Level II prohibited conduct.

**2.26 Unauthorized Entry or Access (GA .33)**

A student shall not leave his or her assigned area without permission, access restricted areas of the school without permission, or enter school buses when a driver is not present.

**2.27 Reckless Conduct/Reckless Endangerment of Other Students (GA .33)**

Reckless conduct or reckless endangerment occurs:

- (1) When a student accidentally or unintentionally causes harm to another person, to the property of another person, or to school district property;

- (2) When a student possesses any potentially dangerous item, including without limitation, those described in 3.08, 3.09, 3.15, 3.16, 3.17, or 3.26. The principal or principal's designee, in his or her discretion, may charge a student with a violation of 2.27, instead of Level III offense, where there is evidence that the student did not intend to bring such item to school, on to school district property, or to a school sponsored event. Such evidence may include, but is not limited to, the student's self-reporting to school officials that he or she accidentally brought such item to school; or
- (3) When a student commits an act which reasonably could have caused harm to another person, damage to the property of another person or to school district property or otherwise endangers the safety of the person or property of another person.
- (4) The Principal must report the possession of a weapon in accordance with O.C.G.A. 20-2-1184(b) even though the student is punished under this section.

**2.28 Inciting or Participation in a Minor Student Disruption (GA .33)**

A student shall not engage in or initiate conduct which is reasonably likely to disrupt or interfere with the educational process. A minor disruption is one that does not result in a material or substantial disruption to the educational process but only minimally interferes with the operations of the schools. Such a disruption is one which does not last for a sustained period of time while a teacher is delivering instruction, does not result in personal injury or property damage, does not require any kind of "lock down" or evacuation of students, or does not require the involvement of law enforcement. A student who causes material or substantial disruption will be charged with violating rule 3.11.

**2.29 Subsequent Level II Offense (GA .33)**

A student who commits a second violation of a Level II offense within the same school year may be subject to Level III disciplinary action.

**2.30 Gambling**

A student shall not participate in any form of gambling or betting or possess a gambling device; provided, however, nothing in this section shall prohibit a student from participating in school-sponsored raffles. Students who participate in gambling activities involving amounts of less than \$100.00 may be charged with violating rule 1.06.

**Level III Misconduct**

Misconduct at Level III may result in immediate disciplinary action by a school-level administrator up to and including short-term out-of-school suspension (10 days or less) pending a hearing before the Student Disciplinary Hearing Officer. In addition, school administrators may revoke a student's parking privileges, impose a school bus suspension and assign the student to in-school suspension.

If a student is found to have committed a Level III offense by a Student Disciplinary Hearing Officer, the student may be given additional days of in-school or out-of-school suspension, expelled for a designated period of time expelled on a permanent basis and given the option to attend the alternative education program. The Hearing Officer is also authorized to impose additional sanctions, including revocation of bus privileges, restrictions on participation in extracurricular activities and imposition of re-enrollment conditions for students involved in drug or alcohol offenses, and/or assign administrative probation.

**Dispositions are minimum.**

**3.01 Arson (GA .02)**

A student shall not knowingly damage the property of another by means of fire or explosive.

**3.02 Battery (GA. 03, .08)**

No student shall intentionally cause substantial physical harm (i.e., harm that requires medical attention) or visible bodily harm to another. Any student who commits an act of physical violence against a teacher, administrator or other school district employee will be suspended or expelled in accordance with O.C. G.A. § 20-2-751.6. A student who places bodily fluid or other foreign substance in food, drink or other items for human consumption by another person is in violation of this section.

**3.03 Bomb Threats/False Alarms (GA .06, .17)**

A student shall not activate a fire alarm signaling system or any audible alarm which results in a response by the fire department and/or law enforcement or evacuation of the school unless directed to do so by a school district employee or in response to a fire or other emergency. A student shall not report a fire or threatened act of school violence (e.g., bomb threat or school shooting) which the student does not reasonably believe to exist.

**3.04 Burglary (GA. 04, .11)**

A student shall not enter any school building, vehicle or structure for the purpose of committing theft, damaging property or committing any felony.

**3.05 Bus Misbehaviors from Level III Offenses (GA .06)**

**3.06 Chronically Disruptive Student (GA. 33)**

A student who has been identified as a chronic disruptive problem student and who hereafter violates any provision of the Student Code of conduct shall also be in violation of this rule.

**3.07 Off Campus Felony Conduct (GA. 06)**

A student who engages in any off-campus conduct which could result in the student being criminally charged with an offense which would be a felony if committed by an adult and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process shall be in violation of this rule.

**3.08 Drugs/Alcohol (GA .01, .06, .07)**

(a) A student shall not possess, sell, use, distribute, or be under the influence of any controlled substance, including without limitation marijuana, (broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis, and regardless of whether same is legal under state or federal law), cocaine or other drug; prescription drug that is not prescribed for the student; prescription drug in violation of Board Policy JGCD and JGCD-R; inhalant; or other intoxicant; drug paraphernalia and/or drug related objects; counterfeit substance; or alcohol. "Drug paraphernalia and/or related objects" include any object or device that may be used to consume, use, or ingest drugs or alcohol.

(b) A student shall not possess, sell, use, or distribute any over-the-counter medication or student prescribed medication except as follows: (i) this rule shall not apply to students who are authorized to self-administer certain school-authorized medications (e.g., asthma inhalers and auto-injectable epinephrine) and who do so in accordance with Board policy and school rules; and (ii) this rule shall not apply to students who are using over-the-counter and/or lawfully prescribed medication in accordance with Board policy and/or school rules.

**3.09 Explosives (GA .23)**

A student shall not possess, manufacture, use or threaten to use a destructive device, detonator, explosive (including fireworks or ammunition), hoax device, incendiary, over-pressure device, or poison gas (including tear gas devices), or attempt to create or prepare any such device, or any other object that could reasonably be construed to be an explosive. A student shall not falsely claim (a) to have an explosive device in his or her possession; (b) that another person has an explosive device in his or her possession, or (c) that another person is bringing an explosive device onto school property or to a school function.

**3.10 Homicide (GA .09)**

A student shall not engage in any conduct which could result in the student being criminally charged with murder, voluntary manslaughter or involuntary manslaughter.

**3.11 Inciting or Participating in a Material or Substantial Disruption (GA .06)**

A student shall not engage in behavior which is reasonably likely to (1) disrupt the learning environment; (2) create a threat to the health and/or safety of others; or (3) interfere with the normal operation of the school, class, program, or activity.

**3.12 Destruction of Property (more than \$500.00) (GA .20)**

A student shall not intentionally damage or deface the property of another, including school district property, without the consent of the owner. If the value of the property is \$500.00 or less, the student will be charged with a violation of Rule 2.13.

**3.13 Kidnapping (GA .10)**

A student shall not abduct or seize another person and hold such person against his or her will.

**3.14 Damage to Property and Vandalism (GA .20)**

See rule 3.12.

**3.15 Possession of Weapons (GA .25, .26, .34)**

A student shall not possess, use, encourage the use of, give to another person, or threaten to use any gun, firearm, or other weapon, including without limitation a stun gun, Taser, pepper spray or other chemical spray, pellet gun, bb gun, air-soft gun, toy guns and/or replica of a weapon, or any object that could be used as, or reasonably construed to be, a weapon. This rule expressly extends to weapons which have been rendered inoperable, or any components thereof, which may be readily assembled. A student shall not falsely claim:

- (a) To have a weapon in his or her possession;
- (b) That another person has a weapon in his or her possession; or
- (c) That another person is bringing a weapon onto school property or to a school function.

**3.16 Possession of Weapons (Knife) (GA .22, .23)**

A student shall not possess, manufacture, use or threaten to use any weapon, including but not limited to a bowie knife, switchblade knife, ballistic knife, straight-edge razor, box cutter, razor blade, or bludgeon-type weapon, ice pick or any other object that could reasonably be construed to be a knife. A student shall not falsely claim: (a) to have a knife in his or her possession; (b) that another person has a knife in his or her possession; or (c) that another person is bringing a knife onto school property or to a school function.

**3.17 Possession of Other Dangerous Instruments (GA .23)**

A student shall not use any object as a weapon to intimidate or inflict harm on another, or possess or use metal pipes, metal chains, brass knuckles, body piercing instruments, tattooing devices, scissors, pepper spray or other substantially similar dangerous instruments.

**3.18 Robbery (GA .13)**

A student shall not take the property of another by use of force (including a weapon), by intimidation, by use of threat or coercion or by sudden snatching.

**3.19 Sexual Misconduct (GA .15, .16)**

A student shall not:

- (a) Commit, or attempt to commit, a sexual offense under state or federal law;
- (b) Engage in or attempt to commit any act of indecency;
- (c) Engage in any act of sexual harassment;
- (d) Perform any act of lewd exposure or public indecency;
- (e) Perform any act of lewd caressing or indecent fondling/touching of a student's own body or the body of another and/or
- (f) Engage in consensual sexual activity.

**3.20 Theft (more than \$1500.00) (GA .11, .12)**

A student shall not take, be in possession of or dispose of the property of another, including school district property, without the consent of the owner. If the value of the property is \$1,500.00 or less, the student will be charged with a violation of Rule 2.20.

**3.21 Threats of Violence (GA. 17)**

A student shall not threaten to commit any crime of violence including threaten to burn or damage property, or otherwise communicating a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.

**3.22 Threats/Intimidation (GA .17)**

A student shall not (a) threaten to engage in any conduct which is reasonably likely to materially and substantially disrupt the educational environment; (b) threaten to bring or use weapons or explosive devices on school property or at a school related activity; (c) fabricate a threat including stating falsely that an act of violence will or may occur; (d) threaten a Walton County School District employee.

**3.23 Violation of Administrative Probation (GA .33)**

A student shall not violate assigned administrative probation.

**3.24 Promoting or Advertising Illegal Conduct (GA .06)**

A student shall not: (a) engage in conduct that is reasonably viewed as promoting or advertising the use of drugs, alcohol, or any other illegal substance; or (b) encourage or assist another to commit a Level III violation of the Student Code of Conduct.

**3.25 Making False Report (GA .33)**

A student shall not knowingly and intentionally falsify, misrepresent, or erroneously report alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student or omit information which makes such report false or misleading.

**3.26 Other Firearms (GA .23, 25.26)**

See 3.09, 3.15, 3.16, and 3.17.

**3.27 Felony / Enrollment**

A student may not enroll in or be readmitted to the Walton County School District if that student:

- (a) Has been indicted or otherwise charged with a felony;
- (b) Has been convicted of a felony;
- (c) Has entered a guilty plea or a plea of "nolo contendere" or "no contest," or has entered a plea under the Georgia First Offender Act or similar law; and/or
- (d) Has been adjudicated a delinquent based on commission of a felony by the Juvenile Court or other court of competent jurisdiction.

- If refused enrollment or re-admission under this rule, the student or student's parents or guardian may request a hearing pursuant to O.C.G.A. 20-2-754.

**STUDENT/ PARENT RECEIPT OF CODE OF CONDUCT  
WALTON COUNTY SCHOOL DISTRICT 2020-2021**

If students and/or parents have questions concerning the Code of Conduct, contact your school administrators. If you would like to make a suggestion for improving the Code, **please do so in writing to your school's principal:**

**I have read the student Code of Conduct and understand the regulations and policies. Signature on page 5 and 6 in the Student Agenda is required by student and parent.**

**BY SIGNING PAGE 5, RECEIPT OF THE 2020-2021 GUIDELINES AND POLICIES OF THE WALTON COUNTY SCHOOL DISTRICT BOTH PARENT AND STUDENT UNDERSTAND THE POSSIBLE CONSEQUENCES AND PENALTIES FOR NON-COMPLIANCE OF THE 2020-2021 STUDENT CODE OF CONDUCT.**

**Chain-of-Command**

Constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. Members of the Walton County Board of Education have confidence in the professional staff and desire to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. This policy does not supersede any employee's or citizen's right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution. The Board advises the public that the proper channeling of and most effective way to resolve complaints involving instruction, discipline, transportation, or learning materials is as follows:

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

**Complaint/Grievance Procedure**

The Board of Education encourages resolution of complaints informally in the spirit of collegiality where possible. However, when such efforts do not succeed the students/parents have the right to present and resolve complaints relating to certain matters affecting his/her educational access at the lowest organizational level possible.

Please refer to Policy GAE/GAE (2) that specifies the scope of the policy and procedure and outlines specific steps in the complaint process. The employee may obtain Complaint Procedure forms from the Human Resources Department or WCSD website.

**ANY ISSUES OUTSIDE OF THIS CHART ADDRESSED BY PRINCIPAL**  
(NOTE: Coach; Athletic Director; Principal)

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing, must include address, contact phone numbers, signature of the complainant, and should be specific in terms of the action desired. After reading such complaints, and if more information which might challenge or question the good name or character of an individual is needed, the Board shall consider this in Executive Session. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level or if the appropriate chain of command has not been attempted.

**Alternative Education Program**

All alternative education classes for grades 6-12 will be offered at Loganville Middle School. Transportation will **not** be provided. Students should be dropped off at Loganville Middle School at 3:30 pm and should be picked up at 7:00 pm. A "time-served" practice will be followed for all students placed in alternative school through a hearing or waiver. The "time-served" practice allows parents to withdraw students from Walton County Public Schools for the duration of the alternative school placement and seek education in another setting such as private school or home school. At the end of the alternative school placement period, students may re-enroll in the Walton County Public School for which they are zoned.

**Bullying**

Bullying, as described in Georgia Law, is prohibited in all Walton County Schools. When a student suspects bullying, they are expected to report the incident to a school staff member immediately. School personnel are mandated to report an incident if they have reliable information that would lead a reasonable person to believe that bullying is occurring. Walton County Schools has developed progressive discipline procedures in order to respond to bullying.



## **Notification to Parents/Guardians of Persistently Dangerous School Status**

It is the policy of the Walton County Board of Education to comply with the requirements of the State Board Rule 160-4-8.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

The Superintendent of Schools, or designee, shall within ten (10) days of notification by the Georgia Department of Education notify the parents/guardians of students enrolled in a school that has been classified as a persistently dangerous school. The notification shall be written in English and any other language prevalent in the student population of that school. This notification shall also specify the process to be used to facilitate the transfer of students to a safe public school.

Within ten (10) days of the notification to the parent/guardian, the parent/guardian (or the student if the student has reached the age of 18) shall submit a written request for transfer to the Associate Superintendent of School, or designee. Within thirty (30) days of receipt of the written request, the Associate Superintendent, or designee, shall notify the parent/guardian (or the student if the student has reached the age of 18) of the safe school to which the student will be transferred. Upon notification of the safe school choice, the parent (or the student if the student has reached the age of 18) shall withdraw the student from the unsafe school and enroll the student in the safe school.

Students who transfer under this policy shall not be provided transportation by Walton County Public Schools. It shall be the responsibility of the parents/guardians (or the student if the student has reached the age of 18) to transport the students to and from the assigned school.

Within 20 days after notification by the Georgia Department of Education (GDOE) of persistently dangerous school status, the school administrator and the Associate Superintendent of school, or designee, shall develop and submit to the GDOE a corrective action plan. The corrective action plan shall be based on an analysis of the problems faced by the school and shall address the issues that resulted in the school being identified as persistently dangerous.

Upon completion of its planned corrective action, the Associate Superintendent, or designee, may apply to the GDOE to have the school removed from the list of persistently dangerous schools.

## **Transfer of Students Who are Victims of Violent Criminal Offenses**

Any student who is the victim of a violent criminal offense that occurs on the property of a Walton County Public School in which the student is enrolled, while attending a school-sponsored event that occurs on the property of a Walton County Public School, or while attending an event under the jurisdiction of a Walton County Public School, shall be permitted to transfer to a safe school within Walton County Public Schools. The transfer to a safe school shall occur within ten (10) school days of the commission of the violent criminal offense, and to the extent possible, the school system shall allow the administrator of the school where the student attends shall notify the parent/guardian of the student (or the student if the student has reached the age of 18) within four (4) school days of the commission of the violent criminal act of the school's transfer policy for victims of violent criminal offenses. If the parent/guardian of the student (or the student if the student has reached the age of 18) desires a transfer, a written request shall be presented within four (4) school days of the notification to parent (or the student if the student has reached the age of 18) to the Associate Superintendent of Schools, or designee. The Associate Superintendent, or designee, shall inform the parent/guardian (or the student if the student has reached the age of 18) of the safe school assignment. The parent/guardian (or the student if the student has reached the age of 18) shall withdraw the student from the current school and enroll the student at the safe school.

Students who transfer under this policy shall not be provided transportation by Walton County Public Schools. It shall be the responsibility of the parents/guardians (or the student if the student has reached the age of 18) to transport the students to and from the assigned school.

## **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to the counselor or administrator at his/her school. If the administrator or counselor is the person accused of the sexual misconduct, then report the incident to a teacher that you trust.

(b) Any teacher, counselor or administrator receiving a report of sexual misconduct or harassment of a student by a teacher, administrator or other school system employee shall make an oral report of the incident immediately to the school counselor or principal, & submit a written report of the incident to the school principal within 24 hours. *If the principal is the person accused of the sexual misconduct, the oral and written reports should be made to the Chief Human Resource Officer or Superintendent.*

(c) Any school principal or principal's designee receiving a report of sexual misconduct as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but no later than 24 hours from the time of reasonable cause to believe a child has been a victim of sexual misconduct. The report should be made face to face or by telephone and followed by a written report in writing to the Department of Human Resource.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other system employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by the Department of Human Resource. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, an immediate written report to the Superintendent will be made and then forwarded to the Professional Standards Commission Ethics Division.

## **Student Sexual Harassment Complaint Resolution Procedures**

It is the policy of Walton County Public Schools to provide an environment that is free from sexual harassment for all members of the school system, including employees and students. Sexual harassment includes, but is not limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for the victim. All complaints of sexual harassment should be promptly reported. Students found in violation of the county's sexual harassment policy (GAEB/JCAC) will be subject to appropriate forms of discipline as found in the Code of Conduct.

### **Complaint Resolution Procedures**

An initial course of action for any person who feels he/she is being sexually harassed is for that person to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, in some circumstances this course of action may not be feasible, or unsuccessful, or the individual may be uncomfortable dealing with the matter in this way. Walton County Public Schools provides both informal and formal complaint resolution procedures. Most complaints are handled informally, however informal procedures are optional, and complainants can choose to bypass them, discontinue them, or initiate a formal complaint while using them. The purpose of dealing with a complaint informally is to stop the offending behavior and to resolve the matter as expeditiously as possible. Complainants are encouraged to put their complaints in writing, although this is not required for informal or formal complaints. Students should be strongly encouraged to report known or suspected sexual harassment which they have observed or heard about.

### **A. Information, Counseling, and Informal Resolution**

Anyone may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with their school administrators or designees. Students may seek advice or information from the school counselors or social workers.

At this stage of the informal resolution process, the person seeking information and advice will be counseled as to the options for action available under this policy. To the extent possible, information disclosed through this advising process will be held in confidence unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The aim of informal complaint resolution is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. In attempting to resolve a complaint informally, the principal or designee receiving the harassment complaint may interview the alleged harasser, inform the alleged harasser of the complaint, question the alleged harasser about the alleged incidents, review Walton County Schools sexual harassment policy with the alleged harasser, and inform the alleged harasser that he or she must immediately stop any harassment that is ongoing or face swift disciplinary action. Written documentation will be kept of informal complaints as well as how the complaint was handled, but not in permanent files. This written documentation will be stored by the principal or designee involved in the complaint.

### **B. Formal Complaint Resolution**

The filing of a written complaint is requested, although not required, for a matter to be formally investigated and a determination made as to whether this policy prohibiting sexual harassment has been violated. If the complainant is unable to provide a written complaint due to disability, age, or other viable reason, other alternative methods may be used such as tape recorders, scribes, or other options for those needing assistance. If the complaint is oral, the person receiving the complaint shall promptly prepare a written statement of the complaint and shall have the complainant read and sign the statement if it accurately reflects the complaint made. Complainants wishing to file a formal complaint are encouraged to file their complaints within 90 days following the alleged incident of sexual harassment with their principal or designee to enable school officials the opportunity to deal with the allegations promptly and equitably. Formal complaint resolution procedures include conducting a thorough investigation that results in a formal written report of the investigator's findings of facts, conclusions, and recommended action to resolve the complaint. In this type of procedure, not only are the parties of the complaint interviewed but witnesses and other third parties also are interviewed. The alleged harasser will be informed of the allegations, the identity of the complainant, and the facts surrounding the allegations. The alleged harasser will be given an opportunity to respond to the allegations and evidence provided by the complainant and/or alleged victim, and to provide a statement of the facts as perceived by the alleged harasser. All formal complaints of sexual harassment involving a student, whether the complainant or alleged harasser, should be given to the appropriate principal or designee, preferably in writing, who will forward the allegations to the Title IX coordinator for Walton County Schools. Once the Title IX coordinator is aware of the allegations, he/she will immediately inform Student Services of the complaint, and the investigation will be conducted jointly.

If for some reason the complainant is uncomfortable reporting the allegations to the principal or designee, the complainant may report their concerns directly to the Title IX coordinator. The Title IX coordinator and the investigative team will conduct all investigations together, interviewing all necessary parties and a written report will be provided to the principal or designee stating whether or not there was a violation of this policy along with recommendations. Discipline for any substantiated allegations against students will be determined by the principal or designee according to the Code of Conduct. Parents of any students who are complainants or of any alleged harassers involving formal complaints will be informed of the allegations and the outcome of the investigation. It is the policy of Walton County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the Walton County Public Schools. Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The superintendent shall ensure that every principal develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act either by letter or through a student

handbook distributed to each student in the school. Student records will be forwarded to schools within or outside the Walton County Public Schools upon request of the school where a student is enrolling.

Title IX Coordinator Contact Information, Dr. Lance Young, Chief Human Resources Officer  
200 Double Springs Church Road, Monroe, GA 30656 or 770-266-4401

### **Notice of Rights Under Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the Walton County School District receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. Walton County School District officials will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Walton County School District to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Walton County School District decides not to amend the record as requested by the parent or eligible student, the Walton County School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including nurses and therapy providers); a member of the school board; a person or company to whom the district has outsourced certain services or functions for which the district would otherwise use an employee (such as an attorney, auditor, medical consultant, school resource officer, members of a threat assessment team, therapist or online educational service provider); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Walton County School District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll. Records will be sent upon request by any person or entity to whom disclosure may be made without consent.
4. The right to file a complaint with the U.S. Department of Education concerning any alleged failure by the Walton County School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

5. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Date and place of birth;
- (c) Weight and height of students who are members of athletic teams;
- (d) Dates of enrollment;
- (e) Degrees, awards, and honors received;
- (f) Grade level;
- (g) Participation in officially recognized activities and sports;
- (h) Photograph

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing by August 14, 2019 or within ten (10) days of the receipt of this notice.

6. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.
7. You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.
8. The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with Walton County School District, 200 Double Springs Church Road, Monroe, Georgia 30656.

### **US Department of Health & Human Services Rights – Office of Civil Rights**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendment of 1972, the Age Discrimination Act 1975, and the Americans with disabilities Act of 1990, the Walton County School District provides opportunities without regard to race, color, gender, religion, national origin, handicap, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: educational services and employment. Questions related to the application and compliance of this policy may contact the school system's coordinator, Chief Human Resources Officer, Dr. Lance Young, 200 Double Springs Church Road, Monroe, Georgia 30656 or at 770-266-4501.

Walton County School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Walton County School District also does not discriminate in its hiring or employment practices.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) below:

- Title VI of the Civil Rights Act
- Title IX of the Education Amendments
- The Age Discrimination Act
- Section 504 (Employees)
- The Americans with Disabilities Act (Employees)

**Contact:** Dr. Lance Young, Chief Human Resources Officer, [lance.young@walton.k12.ga.us](mailto:lance.young@walton.k12.ga.us) or 770-266-4401

- Title II of the Americans with Disabilities Act (Students)
- The Americans with Disabilities Act (Students)

**Contact:** Jimmy Pitzer, Director, Department of Special Education, [james.pitzer@walton.k12.ga.us](mailto:james.pitzer@walton.k12.ga.us) or 770-266-4501

- Section 504 (Students)

**Contact:** Dr. Donna Major, Coordinator, [donna.major@walton.k12.ga.us](mailto:donna.major@walton.k12.ga.us) or 770-266-4489

## **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliation or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education will develop and adopt policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The following activities requiring notice and consent or opt-out have been scheduled for the upcoming school year.

- ★ The district will administer during the Fall of the upcoming school year to students in grades 3-12 the Georgia Student Health Survey 2.0, an anonymous survey which covers various topics such as school climate and safety, school dropouts, alcohol and drug use, bullying, harassment, suicide, nutrition, sedentary behaviors, and teen driving laws. Parents or eligible students will be given the opportunity to opt out of the survey. Additional information about the survey and opt-out forms will be provided to parents or eligible students prior to the administration of the survey.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.