



2010 – 2011

PAGES

**Parent Achievement Guide for
Every Student**

Dear Parents/Guardians and Students:

It is our pleasure to welcome you to Walton County Public Schools. We are happy to have you as a part of the WCPS 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 _____ Teacher _____
Address _____
Telephone Number _____

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

WALTON COUNTY SCHOOL DISTRICT

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

| <u>School</u> | <u>Address</u> | <u>Grades</u> | <u>Website</u> |
|---|--|---------------|--|
| <u>Atha Road Elementary</u> (770) 266-5995 (770) 266-5965 (Fax) | 821 H. D. Atha Rd. Monroe, GA 30655 | Pre K-5 | www.athaelementary.org |
| <u>Bay Creek Elementary</u> (678) 684-2800 (678) 684 -2801 (Fax) | 100 Homer Moon Rd. Loganville, GA 30052 | Pre K-5 | www.baycreekelementary.org |
| <u>Blaine Street Elementary</u> (770) 267-6574 (770) 207-3300 (Fax) | 109 Blaine Street Monroe, GA 30655 | Pre K-5 | www.blainestreetelementary.org |
| <u>Carver Middle</u> (770) 207-3333 (770) 207-3332 (Fax) | 1095 Good Hope Rd., NE Monroe, GA 30655 | 6-8 | www.carvermiddle.org |
| <u>Loganville Elementary</u> (678) 684-2840 (678) 684-2839 (Fax) | 4303 Lawrenceville Hwy. Loganville, GA 30052 | Pre K-5 | www.loganvilleelementary.org |
| <u>Loganville High</u> (678) 684-2880 (678) 684-2955 (Fax) | 100 Trident Trail Loganville, GA 30052 | 9-12 | www.loganvillehigh.org |
| <u>Loganville Middle</u> (678) 684-2960 (678) 684-2983 (Fax) | 152 Clark McCullers Rd. Loganville, GA 30052 | 6-8 | www.loganvillemiddle.org |
| <u>Monroe Area High</u> (770) 266-4599 (770) 266-4598 (Fax) | 300 Double Springs Ch. Rd. Monroe, GA 30656 | 9-12 | www.monroeareahigh.org |
| <u>Monroe Elementary</u> (770) 207-3205 (770) 207-3207 (Fax) | 140 Dillard Drive Monroe, GA 30656 | Pre K-5 | www.monroeelementary.org |
| <u>Sharon Elementary</u> (678) 684-2850 (678) 684-2849 (Fax) | 2700 White Road Loganville, GA 30052 | Pre K-5 | www.sharonelementary.net |
| <u>Walker Park Elementary</u> (770) 207-3240 (770) 207-3241 (Fax) | 333 Carl Davis Road Monroe, GA 30656 | Pre K-5 | www.walkerparkelementary.org |
| <u>Walnut Grove Elementary</u> (770) 784-0046 (770) 784-5599 (Fax) | 460 Hwy. 81, S. Covington, GA 30014 | Pre-K-5 | www.walnutgroveelementary.org |
| <u>Walnut Grove High</u> (678) 507-3900 (678) 607-3901 (Fax) | 4863 Guthrie Cemetery Rd. Loganville, GA 30052 | 9-11 | www.walnutgrovehigh.org |
| <u>Youth Elementary</u> (770) 554-0172 (770) 466-7069 (Fax) | 4009 Centerhill Church Rd. Loganville, GA 30052 | Pre K-5 | www.youthelementary.org |
| <u>Youth Middle</u> (770) 466-6849 (770) 466-8596 (Fax) | 1804 Highway 81, S Loganville, GA 30052 | 6-8 | www.youthmiddle.org |
| <u>Transportation</u> (770) 207-3200 | 1820 GA Highway 11, NW Monroe, GA 30656 | | www.walton.k12.ga.us |

Mandatory Education for Children between Ages Six And 16

O.C.G.A. 20-2-690.1. requires the parent, guardian, or other person who has control or charge of a child or children to sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

NOTICE TO PARENTS/GUARDIANS, OR OTHER PERSONS WHO HAVE CONTROL OR CHARGE OF A CHILD OR CHILDREN:

O.C.G.A. Section 20-2-690.1 requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private or home schooling. This law further states that any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.

NOTICE TO STUDENTS:

A violation of the Georgia Compulsory Attendance Law by a student may result in adjudication through the Juvenile Court of Walton County. In addition, a student who violates this law is also in violation of section 2.23 of the Student Code of Conduct and may be punished as follows:

Level II Misconduct

Misconduct at Level II may result in 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: 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.**

Note:

- Students with excessive absences may be referred to the School Attendance Team, the School Social Worker, or to the Juvenile Court. These students are at risk of having their driver's license denied or suspended.
- Students may not participate in activities, rehearsal, practices and/or games on the days he/she is absent from school.

TITLE I

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

Specific goals of the Title I program are to:

- Ensure that high-quality academic assessments, accountability systems, and teacher preparation are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement.
- Meet the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance.
- Close the achievement gap between high- and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more advantaged peers.
- Improve and strengthen accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged.
- Provide greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance.
- Provide children an enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time.
- Promote school-wide reform and ensure the access of children to effective, scientifically-based instructional strategies and challenging academic content.
- Significantly elevate the quality of instruction by providing staff in participating schools with substantial opportunities for professional development
- Coordinate services under all parts of this title with each other, with other educational services, and to the extent feasible, with other agencies providing services to youth, children, and families
- Afford parents substantial and meaningful opportunities to participate in the education of their children.

Walton County Schools with Title I Programs are:

| Title I School wide Programs - address the needs of the entire school | Title I Targeted Assistance Programs- address the needs of Targeted Students |
|---|--|
| Blaine Street Elementary | Bay Creek Elementary |
| Monroe Elementary | Youth Elementary School |
| Atha Road Elementary | Loganville Middle School |
| Walker Park Elementary | Walnut Grove High School |
| Walnut Grove Elementary | |
| Loganville Elementary | |
| Monroe Area High School | |
| Carver Middle School | |
| Youth Middle School | |

Please contact Eleanor Scott, Federal Programs Director should you have a recommendation, require information regarding Supplemental Education or Public School Choice at (770) 266-4486.

**STUDENT/PARENT RECEIPT OF
GEORGIA COMPULSORY SCHOOL ATTENDANCE LAW
2010-2011**

I have read the Georgia Compulsory School Attendance Law and I understand the possible consequences and penalties for non-compliance.

Student's Signature

Date

As the parent/guardian of _____, I have read the Georgia Compulsory School Attendance Law and I understand the possible consequences and penalties for non-compliance.

Parent's Signature

Date

PLEASE SIGN, DATE AND RETURN THIS 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
- STUDENT MEDIA RELEASE FORM
- NOTICE FOR DIRECTORY INFORMATION UNDER FERPA
- NOTICE OF RIGHTS UNDER FERPA
- STATE GOVERNING RULES FOR HOSPITAL HOMEBOUND
- GIFTED 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
- REQUIREMENTS FOR GEORGIA TEEN DRIVERS

I HAVE READ THE ABOVE LISTED 2010 – 2011 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 2010 – 2011 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

*******MEDIA RELEASE*******

To publicize the achievements of our students, we would like your permission to release your child(s) name or photograph as needed for public relations, the school website, in local newspapers or on the local cable news channel. We understand that you may not want to have your child's name, photo or successes published. Please complete the information at the bottom of this form to inform us if you do or do not want your child(s) name, photograph or achievements published for the 2010-2011 school year.

Student's Name (Please Print): _____ **Grade:** _____ **Teacher:** _____

The undersigned parent/guardian will allow the release to Walton County School District the student's name, picture, art, written work, voice, verbal statements, pictures (video or still) and consent to their use for the purpose of public relations.

Check one:

_____ I do give permission for my child's photo, name, and/or achievements to be published in the local newspapers, television and/or posted on the school's web site.

_____ I do not want my child's photo, name, and/or achievements published in the local newspapers, television and/or posted on the school's web site.

Parent/Guardian Signature: _____ **Date:** _____

WALTON COUNTY SCHOOL DISTRICT Student Code of Conduct

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 mission to ensure that all students learn. 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 1, 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.

Walton's Code of Conduct extends to misbehavior occurring (1) on school property; (2) on a school bus; (3) at a school bus stop; (4) at a school-related activity or event; or (5) traveling under the supervision of a school official to or from a school-related activity or event. 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 to the educational environment or disrupts the school environment; or (2) the student's off-campus expressive conduct (e.g., internet posting) could reasonably be expected to come to the attention of school officials **and** create a risk of substantial disruption to 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 School or Expulsion. Further, the student may not enter any Walton County Public School building or onto property owned and/or operated by the Walton County Public School District. Failure to comply with this restriction will result in the student being arrested for trespassing and could result in expulsion from Walton County Schools. Also, returning RYDC students may be placed in the Alternative School 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. In addition, the school district will file a Certificate of Non-Compliance with the Ga. Department of Driver Services to suspend the instructional permit or drivers license of any student who pleads, is found guilty, or adjudicated delinquent by the Juvenile Court for any of the offenses identified in O.C.G.A §40-5-22. (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).

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), 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

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

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

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*

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

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

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

1.08 Use of Profanity or Obscene Language

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

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

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 1 Offense

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 11 MISCONDUCT

Misconduct at Level II may result in 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: 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

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, and 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; (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 .17)

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 6 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 school in lieu of expulsion.

2.03 Cheating

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

A student shall not direct any vulgar, profane, indecent, or obscene language or gestures toward a School District employee or volunteer. (GA .06)

2.05 Disrespectful Behavior/Disregard for Directions or Commands

A student shall not disregard the reasonable directives or commands of teachers, administrators, or other school personnel. Disrespectful behavior can be rude behavior; profanity; ethnic, religious, sexual slurs, or derogatory statements; name calling; indecent, lewd or vulgar language or conduct; defamatory statements; taunting, or instigation. Disregard for directives or commands can include but is not limited to failure to follow teacher and/or administrator directives, and failure to follow school rules (GA .06).

2.06 Electronic/Communication Device

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 2.15 and 2.17) and may result in a recommendation of suspension, option to attend the Alternative Program, or expulsion.

2.07 Fighting/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

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, among other things, 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

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. § 16-15-3. 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 3.14 (Damage to Property).

2.11 Inappropriate Use of Technology

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, 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

A student shall not: (s) 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

A student shall not intentionally cause damage to property resulting in injury or damages of less than \$500.00 to school property or the property of another. A student who causes damage to school or personal property of \$500.00 or more shall be charged with violating rule 3.14. (GA.20)

2.14 Possession of Contraband

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

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

2.17 Sexual Misconduct (GA .16) and Sexual Harassment (GA .15)

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 that interferes with another student's ability to participate in or benefit from the school's educational programs and activities. Sexual harassment which involves threats of violence or any other criminal act will result in the student's being charged with an appropriate Level III violation. If necessary, pending a student disciplinary hearing, the accused student may be subject to certain restrictions or re-assigned to different classes, bus routes, or lunch schedules in order to 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, 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 (GA .11)

A student shall not take the property of another without permission, or dispose of the property to make it unlikely that the owner will find it. A student who commits an act of theft of property valued at \$500.00 or more shall be charged with a violation of rule 3.20.

2.21 Extortion

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.** (GA .17)

2.22 Trespassing (GA .19, .04)

A student shall not enter any school property without permission when neither school nor a school related activity is in session; remain on school property when directed to leave by a school or law enforcement official; or enter upon school 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

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

A student shall not access or use school property in an unauthorized or inappropriate manner.

2.25 Encouraging or Assisting Another to Engage in a Level II Violation

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

2.26 Unauthorized Entry or Access

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

A student shall not possess any potentially dangerous or disruptive item on school property, even if the possession is accidental or unintentional. For purposes of rule 2.27, any item prohibited under Level III is considered a dangerous item. A principal or designee, in his or her discretion, may charge a student with a violation of rule 2.27 (instead of a Level III offense) where there is evidence that the student did not intend to bring the item to school. Such evidence may include the student's immediate, self-reporting to school officials that he or she accidentally brought the item to school. (Note: The Principal must report the possession of a weapon in accordance with O.C.G.A. 20-2-1184(b) even if the student is punished under this section).

2.28 Inciting or Participation in a Minor Student Disruption

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

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, or 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. **Dispositions are minimum.**

3.01 Arson

A student shall not knowingly damage the property of another by means of fire or explosive. (GA .02)

3.02 Battery (GA. .03, .06, .08, .14, .17)

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.

3.03 Bomb Threats/False Alarms (GA .06, .17, .23)

A student shall not activate a fire alarm signaling system or any audible alarm which results in a response by the fire department 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

3.06 Chronically Disruptive Student (GA. 24)

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. 33)

No student shall engage 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.

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

A student shall not possess, sell, use, transmit, or distribute over-the-counter medications, controlled substances (including prescription medications), counterfeit substances, alcohol, or drug-related object except as follows: (1) 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 (2) this rule shall not apply to students who are using over-the-counter and lawfully prescribed medications in accordance with Board Policy and school rules. Drug related objects include any object or device which may be used to ingest or consume drugs or alcohol, including smoking paraphernalia, wrapping or rolling papers, pipes, water pipes, clips, rolling paper or any other item related to drug use. A student shall not engage in any conduct which violates any school-level rules regarding the dispensation and administration of over-the-counter and prescribed medications at school.

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 (3) 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, .20)

A student shall not engage in behavior which is reasonably likely to materially and substantially disrupt the learning environment and interfere with the normal operations of the school.

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

A student shall not intentionally cause damage to school property or the property of another. A student who causes damage to school or personal property valued at less than \$500.00 shall be charged with violating 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 .11, .20)

See rule 3.12.

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

A student shall not possess, manufacture, use, or threaten to use any weapon, firearm, or silencer, or any other object that could reasonably be construed to be a weapon (e.g., toy guns and replica devices). 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 (3) that another person is bringing a weapon onto school property or to a school function.

3.16 Possession of Weapons (Knife) (GA .22)

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, 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 (3) 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** 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 .14; .16)

A student shall not: (a) perform any act of lewd exposure or public indecency; (b) perform any act of lewd caressing or indecent fondling/touching of the student's own body or the body of another; (c) sexually assault or commit sexual battery on another; (d) engage in or attempt to commit any act of indecency or sexual conduct; or (e) engage in any act of sexual harassment which involves actual or threatened physical contact.

3.20 Theft (\$500.00 or more) (GA .11, .12)

A student shall not permanently or temporarily deprive or withhold the property of another without permission, or dispose of the property to make it unlikely that the owner will find it.

3.21 Threats of Violence (GA. 03)

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 .06)

A student shall not violate assigned administrative probation.

3.24 Promoting or Advertising Illegal Conduct

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 Other Offenses

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

3.26 Other Firearms (GA .23, 25.26)

See 3.09, 3.15, 3.16, and 3.17.

3.27 Felony Conviction

No student shall engage in any conduct which results in the student being convicted of a felony or being adjudicated to have committed one of the following delinquent acts: (a) murder; (b) voluntary manslaughter; (c) rape; (d) aggravated sodomy; (e) aggravated child molestation; (f) aggravated sexual battery; or (g) armed robbery if committed with a firearm. Under Georgia law, the School District is authorized to refuse to re-admit or enroll any student who has been suspended or expelled under this rule.

Academic Resources

All Levels:

www.georgiamath.org – Georgia Department of Education’s webpage with a list of resources for math.

www.thinkfinity.org - Website with learning activities, educational games, and other resources for parents, students and teachers.

<http://aor.walton.k12.ga.us/academy/academyofreading.do>- Academy of Reading is an online tool to improve reading skills.

<http://aor.walton.k12.ga.us/academy/academyofmath.do>- Academy of Math is an online tool to improve math skills.

<http://www.gadoe.org/parents.aspx>- Georgia Department of Education's Parent Guide

<https://www.georgiastandards.org>- GeorgiaStandards.Org allows parents easy access to information about the state’s curriculum standards. The web site also offers a variety of free resources to help you motivate and support your child’s curriculum at home while reinforcing the standards your child is working on in the classroom.

http://www.gadoe.org/ci_testing.aspx -Information on GKIDS, CRCT, GHSGT, EOCT, GAA and Writing Assessments:

Elementary School:

www.spellingcity.com – free online tool to help students with spelling.

www.starfall.com – free online tool to help students with reading.

www.factmonster.com – free online reference site.

www.funbrain.com – free online education site for grades K-8.

www.primarygames.com – free online tool with learning games for the younger student.

Middle and High School:

www.usatestprep.com - USATestprep, Inc. is an online resource to help high school and middle school students effectively prepare for high-stakes tests.

http://www.gadoe.org/ci_iap_satap.aspx -Information on SAT, ACT, AP, PSAT:

www.GACollege411.org -A powerful, free website resource that helps students research careers, choose a college, apply for college, and acquire financial aid.

<http://www.review.com> -The Princeton Review, a major publisher of college guides and test preparation material, gives samples of everything, include an SAT which can be downloaded for practice and detailed information on the top 300 colleges.

<http://www.kaplan.com> -Test preparation information and other material similar to the Princeton Review site.

<http://www.act-secrets.com/> - This provides a step-by-step ACT test prep study guide.

www.number2.com/ -This site has free test prep for the ACT.

<http://www.act.org/activeprep/> -ACTive Prep® is the only official ACT test preparation software available.

<http://www.apexprep.com/asset/> -Strategies for taking the ASSET placement exam. Technical colleges will have information also.

<http://www.fafsa.ed.gov> - The Free Application for Federal Student Aid (FAFSA) can be filled in and submitted from this U.S. Dept. of Education Web site, or it may be downloaded. This form cannot be completed until January of your child’s senior year, but should be done as quickly as possible after the date.

<http://www.GSFC.org> -The primary provider of loans to college students. Link to Financial Aid 101, an online “course” that walks users through the financial aid process. Loan applications available for downloading.



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. Internet connection - 56k modem speed or higher is recommended. A monitor with at least 800x600 resolution 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 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 the Activation Key into fields - this is case sensitive and must be entered exactly as shown on your Activation Key form.

Step 5: 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 6: The system will display a successful account creation confirmation. Use the "Click here" link to login into Infinite Campus

Step 7: At the login screen, enter your newly created User Name and Password. Click on the "Login" button.

Step 8: 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.

SCHOOL NUTRITION PROGRAM 2010-11

We welcome your child to the School Nutrition Program in the Walton County School System. The school nutrition program is a self-sustaining program which operates from monies received through payments for meals and reimbursements from federal and state programs. Meal choices are offered daily. Monthly menus are posted on the Walton County Public Schools website at www.walton.k12.ga.us.

Breakfast Prices

| | | | |
|---------------|----------------|-----------------|-----------------------------|
| Full Price | \$0.75 per day | \$3.75 per week | \$16.50 per month (22 days) |
| Reduced Price | \$0.30 per day | \$1.50 per week | \$6.60 per month (22 days) |
| Free | \$0.00 per day | Not applicable | Not applicable |
| Adult | \$1.25 per day | \$6.25 per week | \$27.50 per month (22 days) |

All students who qualify for free/reduced lunch automatically qualify for free/reduced breakfast.

Lunch Prices

Elementary

| | | | |
|------------|----------------|-----------------|-----------------------------|
| Full Price | \$1.50 per day | \$7.50 per week | \$33.00 per month (22 days) |
|------------|----------------|-----------------|-----------------------------|

Middle/High

| | | | |
|---------------|----------------|------------------|-----------------------------|
| Full Price | \$1.75 per day | \$8.75 per week | \$38.50 per month (22 days) |
| Reduced Price | \$0.40 per day | \$2.00 per week | \$8.80 per month (22 days) |
| Free | \$0.00 per day | Not applicable | Not applicable |
| Adult | \$2.50 per day | \$12.50 per week | \$55.00 per month (22 days) |

Parents/guardians are encouraged to prepay for meals either on a weekly or monthly basis. Money left in your child's account will be rolled over to the next school year or will be refunded if you send a written statement requesting a refund to: Walton County Board of Education, Attention: Sheryll Jamison, 200 Double Springs Church Road, Monroe, Georgia 30656. A refund takes approximately 30 days. A La Carte Prices will be posted in the school cafeteria.

Pre-Payment for Your Convenience:

- Walton County schools are now offering automated prepayments to your child's meal account via the telephone or internet. Simply dial toll free (866-764-0642) or log on (www.mealpayplus.com) and use a credit card, debit card or check to fund your child's meal account. A small convenience fee will be applied to each transaction. You may also view what your child has been eating.
- Paying by check – write the child's name and ID number on the check.
- Paying with cash – put your payment in an envelope on which you've written your child's name, ID number and teacher's name.

Family Applications for Free and Reduced Price Meals

If you believe your family/child qualifies for free/reduced price meal benefits complete a **family** free/reduced meal application. Please complete only one application per family. Be sure to list all students enrolled in Walton County schools as well as all other family members on the application. Exception: A separate form must be completed for each foster child in family.

Family applications for free/reduced meals are available at the school office or cafeteria and are sent home to every household at the beginning of the school year. **A new application must be completed for your family each school year.** Even if your child(ren) were determined eligible for benefits last year, a new application must be completed for the year. Parents/guardians are responsible for charges incurred until a current approved free/reduced application is on file.

Meal Charges

Elementary

Students will be allowed to charge school meals up to the equivalent of five (5) meals. Negative meal account notification letters are sent home at a minimum of one per week.

Middle

Students will be allowed to charge school meals up to the approved limit of one (1) time (breakfast or lunch).

High

Students will not be allowed to charge school meals.

You may go to www.mealpayplus.com to check your child's meal balance and view your child meal history. An alternative meal for lunch only consisting of a sandwich and milk will be offered to the student. If the student continues to come to the cafeteria without lunch money and the account continues to be delinquent, the case will be considered for release to the Department of Family and Children's Services for neglect. Students who have unpaid meal charges will not be allowed to purchase any extra sale food items until the charges have been satisfied. Students will not be allowed to charge A La Carte items. Adults are not allowed to charge.

NSF Checks-Checks returned for insufficient funds are sent to Payliance, Telephone: 866-945-8964

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Teacher Professional Qualifications

In compliance with the requirements of the No Child Left Behind statute, the Walton County Board of Education is required to inform parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Certification
- 2) College major/graduate degree held by the teacher;
- 3) If paraprofessional services are provided, qualifications of the paraprofessional.

If you wish to request information concerning your child's teacher's qualifications, please send your request in writing to:

Wilma Widmer
Director of Human Resources
200 Double Springs Church Road
Monroe, GA 30655

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 . 20-2-315). 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: Wilma Widmer, 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.

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:

CHAIN-OF-COMMAND

| Discipline | Curriculum | Transportation |
|-------------------------------------|-------------------------------------|-------------------------------------|
| 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 | |

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.

INTERNET ACCEPTABLE USE

It is the belief of the Walton County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Walton County Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(B)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication;
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

INTERNET ACCEPTABLE USE- ADMINISTRATIVE REGULATIONS

The Internet Acceptable Use Policy and Administrative Regulations will be placed in each school's PAGES. A signature of parent indicates understanding of school rules and regulations, which includes the Internet Acceptable Use Policy.

Internet - - Guidelines for Use

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and employees, use this valuable resource in an appropriate manner.

The most important prerequisite for someone to receive an Internet account is that he or she **take full responsibility for his or her own actions**. The Walton County Public School System will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users shall assume full liability, legal, financial, or otherwise, for their actions. In addition, the Walton County Public School System takes no responsibility for any information or materials that are transferred through the Internet.

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his or her Walton County Public School System Internet account, he or she shall refrain from downloading this material, and shall not identify or

share the location of this material. Be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slow-down occur. Failure to abide by these regulations shall result in suspension of the Internet account, pending administrative review.

The Walton County Public School System makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Walton County Public School System shall not be liable for any loss or corruption of data resulting while using the Internet connection. The Walton County Public School System reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network. The Walton County Public School System administration reserves the right to change these rules at any time without notice. The Walton County Public School System strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment. Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

NOTICE FOR DIRECTORY INFORMATION UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Walton County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. The Walton County School District may disclose appropriately designated "directory information" without written consent unless you have advised the Walton County School District to the contrary in accordance with the Walton County School District's procedures. The primary purpose of directory information is to allow the Walton County School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want this information about their child disclosed without their prior written consent.

If you do not want Walton County School District to disclose directory information from your child's education records without your prior written consent, you must notify the School Administrator in writing by September 8, 2010. The Walton County School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 Walton County School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the Walton County School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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**

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's Armed forces.

REQUIREMENTS FOR GEORGIA TEEN DRIVERS

The following information is being provided to help clarify the new law affecting any Georgia student who will be 16-years-old in 2007 and who chooses to apply for a Class D Driver's License.

What is "Joshua's Law"?

Senate Bill 226 also known as "Joshua's Law" was passed during the 2005 General Assembly. **Beginning January 1, 2007**, all 16-year-olds applying for a Class D driver's license **must complete an approved driver education course** **AND** complete a total of 40 hours of **supervised** driving, 6 hours of which must be at night, with a parent or guardian's sworn verification that these driving requirements have been met.

Any Georgia student who has not completed an approved driver education course must wait until age 17 to be eligible for a Class D driver's license. He or she must still complete a total of at least 40 hours of supervised driving, including at least 6 hours at night. The same verification in writing by a parent or guardian is required.

With the passage of SB 226 (Joshua's Law) by the 2005 Georgia General Assembly, the Georgia Driver Education Commission was created. The Commission has been meeting on a regular basis to review various methods of driver training for a comprehensive accessible, affordable and effective method of driver education available for students throughout the state. Some of the potential methods of driver education the Commission has reviewed in addition to the current 30 hours of classroom and 6 hours of behind the wheel training offered at private and public schools are public/private partnerships such as:

- Public/Private school (30 hours) classroom (virtual or instructor) and (6 hours) private behind the wheel training (students will also need an additional 40 hours of supervised driving)
- Public/Private school (30 hours) classroom (virtual or instructor) and parent taught behind the wheel (The parent taught is a 40 hour comprehensive driving course)
- Virtual (30 hours) classroom and (6 hours) private behind the wheel training (students will also need an additional 40 hours of supervised driving)
- Virtual (30 hours) classroom and (40 hour) parent taught behind the wheel (The parent taught is a 40 hour comprehensive driving course)
- **ALL STUDENTS MUST HAVE 6 HOURS OF SUPERVISED DRIVING AT NIGHT.**

The traditional driver training courses approved by the Department of Driver Services (DDS) are currently offered by various high schools and private driving schools. DDS is currently reviewing virtual on line programs. More information will be available on the DDS website after October 15, 2006.

Students do not need a learner's permit for the classroom course or the virtual program; however, they will need to hold a learner's permit for **1 year and 1 day** prior to being issued a Class D license. A learner's permit is required for the behind-the-wheel driving. Students can complete their supervised driving hours concurrent to taking a driver's education class provided that they have a learner's permit.

For further information visit the DDS website at www.dds.ga.gov or www.gateendrivereducation.com.

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 credits 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.

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 a summary of those criteria or for further information about Walton County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or:

Eleanor Scott, Gifted Program Director
Walton County School District
Address: 200 Double Springs Church Road, Monroe, GA 30656
Phone Number: (770)266-4468
E-mail: escott@walton.k12.ga.us

Notificación: Garantía de Acceso

El Distrito Escolar Walton se adhiere a la filosofía de la educación como medio de que cada individuo tiene la oportunidad de alcanzar su potencial máximo. Creemos que todos los estudiantes tienen el derecho de tener experiencias educativas que desafíen el nivel de su desarrollo personal, tanto si está por debajo, al nivel, o por encima de el de sus compañeros de la misma edad.

Los programas para estudiantes superdotados son un resultado de este compromiso.

Los estudiantes de grados K-12 que demuestren un alto nivel de capacidades intelectuales, académicas y/o creativas pueden ser nominados para una evaluación que determine si pueden ser candidatos para participar en el Programa de Estudiantes Superdotados. Las recomendaciones pueden provenir de los profesores, padres, tutores legales, orientadores, administradores, compañeros, el propio candidato y cualquier otra persona que sepa la capacidad del estudiante.

La Junta de Educación del Estado determina los criterios de selección para llegar a ser parte de este programa. Si desea un resumen de esos criterios o más información sobre el programa del Condado de Walton para el Programa de Estudiantes Superdotados, póngase en contacto, por favor, con el profesor del Programa de Superdotados en el colegio de su hijo/a o con:

Eleanor Scott, Directora del Programa de Superdotados
Distrito Escolar de Walton
Dirección: 200 Double Springs Church Road
Monroe, GA 30656
Número de Teléfono: (770)266-4468
Correo electrónico, escott@walton.k12.ga.us

Department of Education for Exceptional Students (DEES)

The Department of Education for Exceptional Students (DEES) 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, and support groups as well as a gallery of pictures of our exceptional students and their exceptional accomplishments!

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 §§300.151 through 300.153 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 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 Department of Education for Exceptional Students (DEES) at 770-266-4503.

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 or for intermittent periods of time for a minimum of ten school days per year. 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 your school's HHB contact. 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 your HHB contact.

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.

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.

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.

Notice to Parents Regarding Section 504 Services

Section 504 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. A mental or physical impairment/"disability" must substantially limit a major life activity and inhibit the student's access to a "free appropriate public education" (FAPE). Appropriate educational services are designed to meet the individual needs of such students 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 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 POI (Pyramid of Intervention) plan.

For any further information regarding Section 504, you may contact the district 504 coordinator in the Department of Curriculum and Instruction at (770) 266-4482.

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 students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.

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 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 complain 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 postsecondary 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.

PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child during regular school hours Monday through Friday while school is in session.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs of .25 per page. Education records are maintained at the school where a student is enrolled and are in the custody of the principal or his designee.

Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs;
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.
7. Disclosure may be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.

Each records custodian in Walton County School System shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided. A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. § 99.21-99.22 as well as applicable state regulations.

If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.