

# Walton Academy and The Pathways Program

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## 2016-17

# DISCIPLINE PLAN

&



# STUDENT HANDBOOK

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**“One School, One Team, One Goal....Endless Possibilities”**



# Table of Contents

Discipline Plan/Special Note Regarding Suspensions	Page 2
Attendance and Supervision	Page 3
Tardy Policy, Personal Electronic Devices and Cell Phone Policy, Parking	Page 3-4
Level One- Minor Offenses	Page 5-6
Level Two- Intermediate Offenses	Page 7-9
Level Three- Major Offenses	Page 10-13
Bus Rules of Conduct for Students	Page 14-15
Rules and Regulations: Visitors, Passes, and Telephone Use	Page 16
Student Dress and Grooming	Page 17-18
Backpacks, Purses, Athletic Equipment, Lunch Containers, and Medication	Page 18
Personal Property, Sexual Harassment, Searches, and Illegal Contraband	Page 19
Student Acknowledgment Form	Page 20

Disclaimer: *The contents of this discipline plan may be revised at any time as necessary and appropriate, based on changes to local, state, and federal statutes and policies.*



# Walton Academy and The Pathways Program Discipline Plan

This plan provides the school with a guide to implement safe, productive, and straightforward solutions that can be administered immediately. It also ensures due process for the students.

Students who violate attendance or disciplinary policies shall receive consequences according to the guidelines and procedures outlined in the Walton Academy and The Pathways Program attendance/discipline plan. Actions that will be taken may include, but are not limited to:

Warning/Probation/ Verbal Reprimand

Parent Conference

Assignment to the In-School Suspension Room

Attendance Conference

Behavior Conference

Attendance Contract

Behavior Contract

Conflict Mediation

Behavior Intervention/ Counseling

Conflict Mediation

Out-of-School Suspension

Referral to Law Enforcement

Pre-Expulsion Conference

Withdrawal

Recommendation for  
Expulsion/Dismissal

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

## Special Note Regarding Suspensions

**Any Walton Academy & The Pathways Program student who is suspended or expelled from school and school functions shall be prohibited from entering upon the premises or grounds of Walton Academy & The Pathways Program during the school day or when a school activity is being held.**

The components of this plan are in compliance with current statute and policy. Nothing in the plan shall prohibit school staff in consultation with the principal to modify the contents. All infractions, regardless of how minor, will be documented. All components of the discipline plan are applicable to exceptional education students and 504 students based on accommodations and or modifications made to individual IEPs.

Students should be removed from the school environment immediately following an out-of-school and/or bus suspension. Under extenuating circumstances, students may be allowed to remain at school through the end of the day with the following understanding:

- Students will not be sent back to the class where the referral originated.



- Students will be sent to the in-school suspension room for the remainder of the day.
- Students are expected to comply with the Code of Student Conduct for the remainder of the day.
- Any further disruptive actions will result in an increase in the number of days suspended.

## **Attendance and Supervision**

### **School Hours:**

School begins at 7:30 AM and ends at 1:45 PM. Students are expected to attend classes each day that school is in session unless they have a *documented* excused absence for one of the following reasons:

- illness or medical care
- death in the family
- legal requirements
- religious holiday
- absences pre-approved by a school administrator
- insurmountable conditions

The accumulation of five (5) unexcused absences will result in a mandatory attendance conference with the parent/guardian and student. The student will also be placed on an attendance contract. Unexcused absences will result in the student receiving a grade of "0" in that class for that day.

**While telephone notification of an absence is appreciated, written documentation must still be submitted to office staff.**

Florida law requires each parent of a child from ages 5 to 16 to be responsible for the child's school attendance. The continued absences of a child from school will be considered a violation of this law. If a student is under a court order and placed with the Department of Juvenile Justice, then his or her probation officer or agency contact person(s) will be notified of the absences.

### **Tardy Policy:**

Students who are deemed late (10 minutes after the tardy bell has rung) will be assessed an unexcused absence.

**The parent/guardian of the student will call by 9:00 am if the student is going to be absent/late.**

### **Personal Electronic Devices and Cell Phone Policy:**

Bringing personal electronic devices and cell phones to school is strongly discouraged due to the high risk of theft and loss. **The school will not be responsible for loss or theft of such devices.** Students may bring these devices to school; however, these items must be turned into their homeroom teacher's electronic box at the beginning of the day during security check-in procedures. Students will receive their electronic device by their teacher upon leaving their 7<sup>th</sup> period class at the end of the day. The use and/or possession of any electronic device in the class will result in a disciplinary consequence. The electronic device will be confiscated and may only be returned to the parents/guardians. If an electronic device is taken from an adult student, he/she can pick it up in two weeks from the date taken or by their parent/guardian.





**Parking:**

Students must park in the designated parking area and vehicles can be searched by personnel at any time. Students will be required to submit a completed vehicle registration form, valid driver's license, proof of insurance, and a \$5 fee for a parking permit. Students cannot leave campus during lunch. Administration reserves the right to revoke student privileges at any time.

Failure to comply with the terms of this contract may result in a discipline hearing and possible withdrawal of their invitation to attend Walton Academy and The Pathways Program.



## Level One - Minor Offenses

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

Offenses	Explanations
Not on Task	Not participating in classroom assignments or projects.
Inappropriate Comments/ Profane Language	Comments that disrupt the learning environment.
Sleeping in Class	Head down on desk and not participating in classroom activities.
Eating and/or Drinking in Class	All food should be consumed in the lunchroom.
Minor Classroom Disruptions	Causing a minor disturbance and stopping immediately when asked.
Minor Defiance/Disrespect/Non-Compliance	Not following verbal commands initially. Expressing remorse or apologizing for his or her actions.
Inappropriate Public Display of Affection	Kissing, hugging, handholding, or touching others.



## Level One - Minor Offense Consequences Discipline Guidelines and Procedures

*Lack of cooperation in the In-School Suspension Room will elevate the Level I offense to a Level II offense.*

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

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



## Level Two - Intermediate Offenses

Offenses involving intermediate consequences are those that may result in suspension or possible expulsion from school. The appropriate school authority will suspend and/or recommend to the Superintendent the expulsion of a student when his/her presence has or tends to substantially disrupt or interfere with the orderly educational process. These offenses include, but are not limited to, the following:

Offenses	Explanations
Dress Code Violation*	Any violation of the dress code policy.
Gross or Repeated Classroom Disruptions	Blatant disruption or obstruction of the orderly educational process including one created by an electronic device or by having to be physically removed from the classroom by the SRO or multiple requests from a school administrator before leaving.
Insubordination, Defiance of School Officials, and Continued Violation of School Rules	Defiance or disrespect shown toward school officials, which results in the disruption of the learning process. The defiance/insubordination requires the administrator to give multiple requests before the student cooperates or the SRO had to physical remove the student from the area.
Skipping	Unauthorized absence from class.
Leaving Class Without Permission	Leaving class without the teacher's authorization.
Threats, Bullying, Hazing, Harassment or Intimidation of Students	The intentional or unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, which creates a well-founded fear in the person that such violence is imminent.
Offensive and/or Inappropriate Touching of Another Person/ Horseplay	Touching of another person in an inappropriate and intimate manner.
Written or Verbal Proposition	Written or verbal propositions to engage in sexual acts.
Possession or Control of Tobacco Products	Having tobacco products in your possession and/or bringing them on campus and/or school bus.
Stealing, Larceny, Petty Theft	The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
Leaving School Without Permission	Leaving campus without formal administrative permission.
Tardiness	<u>To Campus:</u> Walkers, riders, and drivers are considered tardy to school if arriving after 7:30 a.m. <u>To Class:</u> Students are considered tardy when arriving after the first bell has sounded.





FIGHTING (FIT)-Level III (mutual combat, mutual altercation)	When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention. Lower level fights such as pushing, shoving, or altercations that stop upon verbal command may result in other actions.
Group Disruptions	Inciting or participating in group incidents that disrupt but do not result in destruction or damage.
Illegal Organizations	Participation in gangs and other unlawfully motivated
Forgery	Unlawfully falsifying documents or signatures.
Intervention Room Infraction	Defiance toward the policy and procedures set forth in the Intervention Room.
Miscellaneous Violations	Any other violation that administration will reasonably deem to fall within this category.
Use of Obscene or Profane Language to an Employee	Gross and excessive profane language directed at a staff member following verbal commands to a student.
Property Mis-Use/Technology Violation	Viewing inappropriate websites or destroying consumable or non-consumable supplies.
Cheating or Plagiarism	To commit literary theft; to steal, or pass off the ideas or words of another as if they were your own.
Using Cell Phones or Electronic Devices in Class	Cell phones and electronic devices should be used outside the buildings before school, and after school.
Possession of Contraband	Possession of lighter(s), electronic device(s), sharpie maker(s), disruptive material(s), gang related material(s)



## Level Two - Intermediate Offense Consequences Discipline Guidelines and Procedures

Offenses	Consequences
1 <sup>st</sup>	Student may receive up to a 5-day out-of-school suspension or other consequences as deemed appropriate / (1) one day of reverse suspension.
2 <sup>nd</sup>	Student may receive up to a 10-day out-of-school suspension.
3 <sup>rd</sup>	Student will receive a 10-day out-of-school suspension.
4 <sup>th</sup>	Student may be recommended for dismissal.

Dress Code Offenses*	Consequences
1 <sup>st</sup>	Full-day in In-School Suspension
2 <sup>nd</sup>	3 days in In-School Suspension
<b>3<sup>rd</sup> and any additional Dress Code Violation</b>	5 or more days in In-School Suspension and-or disciplinary consequence deemed by administration
*Students who are not compliant with the dress code will be given the opportunity to contact a parent/guardian to correct the violation on the first offense only. The student will remain in the in-school suspension room until the violation is corrected. A defiance referral will be issued if the student chooses to alter their acceptable dress during the school day.	

- ❖ Final authority to modify the number of days of suspension and number of suspensions shall rest with the Principal in consultation with the administrator in charge of discipline.
- ❖ Suspended students returning to school prior to the completion of their suspension are subject to further suspension or arrest for trespassing.
- ❖ **Reverse Suspension:** Student's parent/guardian may have the option to participate in a reverse suspension whereas you will be allowed to attend school with your child instead of your child being at home during their suspension.
- ❖ The Reverse Suspension Guidelines Are As Follows:
  - ❖ 1-5 days of out of school suspension = 1 day of parent/guardian at school to remove out-of-school suspension days.
  - ❖ 6-10 days of out of school suspension = 2 consecutive days of parent/guardian at school to remove child's all of school suspension days.



❖ If at any point the student's parent/guardian is not able to adhere to the reverse suspension guidelines, the original out of school suspension will be reinstated.

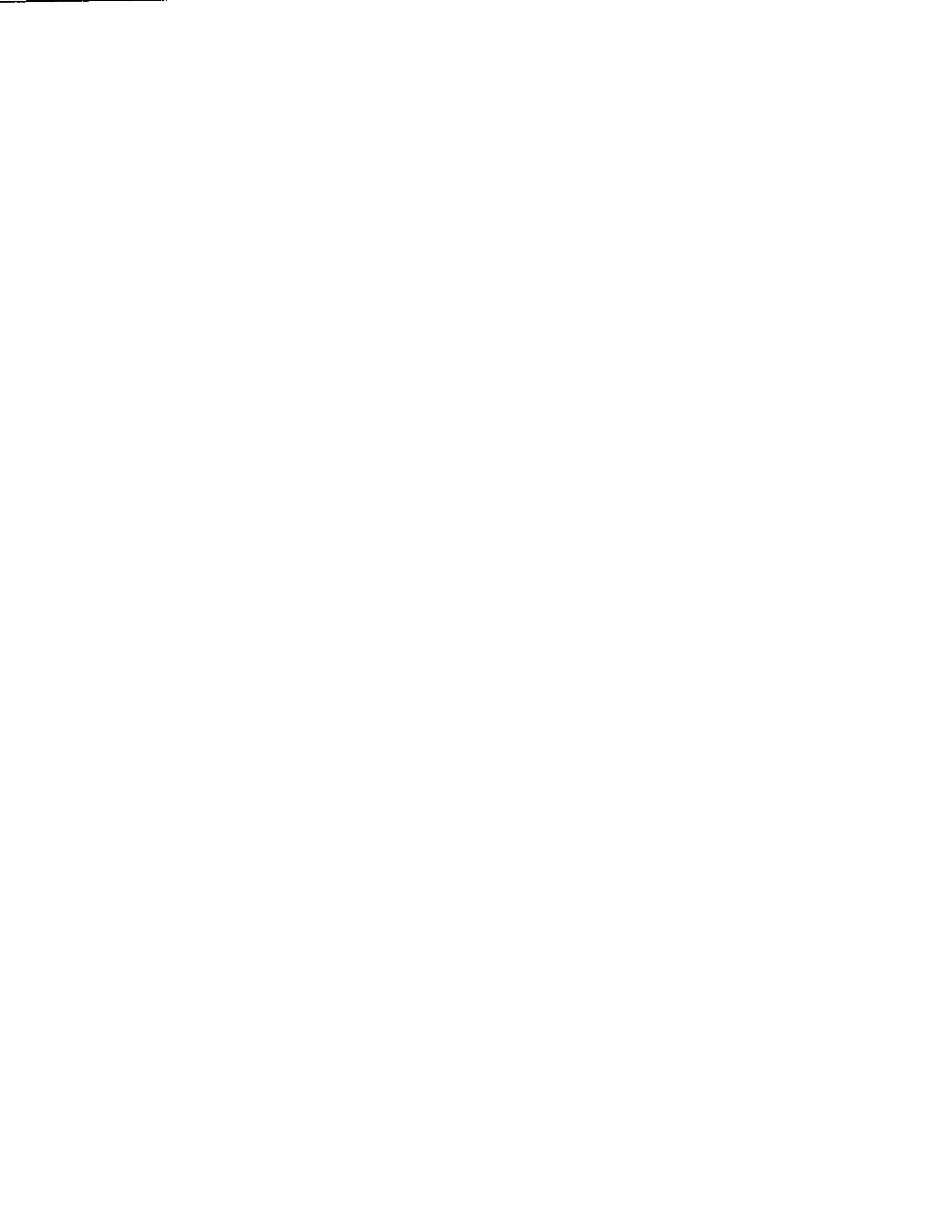
❖ **Tardy Offenses:**

- 1<sup>ST</sup> Student will receive a disciplinary referral and their parent/guardian will be contacted.
- 2<sup>ND</sup> Student will receive a disciplinary referral, 1 day in-school suspension, and their parent/guardian will be contacted.
- 3<sup>RD</sup> Student will receive a disciplinary referral, 3 days of in-school suspension, and their parent/guardian will be contacted.
- 4<sup>TH</sup> Student will receive a disciplinary referral, 5 days of in-school suspension, and their parent/guardian will be contacted.
- 5<sup>th</sup> Student will receive a disciplinary referral for defiance and receive out of school suspension days (number of days determined by Administration), and Walton County District Truancy Officer, Danny Graham will also be contacted.

### Level Three - Major Offenses

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

Offenses	Explanations
ALCOHOL (ALC)-Level IV (possession, use, or sale)	Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only when the person is caught in the act of using or is discovered to have used in the course of an investigation.
ARSON (ARS)-Level I (intentionally setting a fire on/with school property)	To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
BATTERY (BAT)-Level I (physical attack/harm)	The physical use of force or violence by an individual against another. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)
BREAKING AND ENTER- ING/BURGLARY (BRK)-Level II (illegal entry into a facility)	Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).



DISRUPTION ON CAMPUS—MAJOR (DOC)-Level III ( <u>major disruption</u> of all or a significant portion of campus activities, school sponsored events, and school bus transportation )	Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. <b>Example:</b> Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)-Level II (illegal sale or distribution of drugs)	The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.
DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU)-Level III (illegal drug possession or use)	The use or possession of any drug, narcotic, controlled substance, or any substance when used for hallucinogenic purposes.
HOMICIDE (HOM)-Level I (murder, manslaughter)	The unjustified killing of one human being by another.

KIDNAPPING (KID)-Level I (abduction of an individual)	Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
ROBBERY (ROB)-Level II (using force to take something from another)	The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
LARCENY/THEFT (STL)-Level III (taking of property from a person, building, or a vehicle)	The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item must be \$300 or more to report in SESIR.)
SEXUAL BATTERY (SXB)-Level I (attempted or actual)	Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.
SEXUAL OFFENSES (OTHER) (SXO)-Level III	Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)





THREAT/INTIMIDATION (TRE)-Level III (instilling fear in others)	A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) <u>intent</u> – an intention that the threat is heard or seen by the person who is the object of the threat; (2) <u>fear</u> – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) <u>capability</u> – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.
TRESPASSING (TRS)-Level II (illegal entry onto campus)	To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
VANDALISM (VAN)-Level III (destruction, damage, or defacement of school or personal property)	The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR.)

WEAPONS POSSESSION (WPO)-Level II (possession of firearms and other instruments which can cause harm)	Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)
OTHER MAJOR (OMC)-Level III (major incidents that do not fit within the other definitions)	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Example: Student producing or knowingly using counterfeit money; participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.
BULLYING / HARRASSMENT (BHA)-Level IV (intimidating or hostile behaviors)	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.
FIGHTING (FIT)-Level III (mutual combat, mutual altercation)	When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)



SEXUAL HARASSMENT (SXH)-Level III (undesired sexual behavior)	Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
Battery upon an employee	The actual, unlawful, and intentional touching or striking of an employee against his or her will, or the intentional causing of bodily harm to an employee.
Simple Assault on a School Board Employee	The intentional, unlawful threat or act to do violence to the person of another coupled with an apparent ability to do so and the doing of some act which creates a well-informed fear in such other person that such violence is imminent.
Possession, Use or Sale of Any Firearm	Any firearm (including a starter gun) which will, or is designed to, or will readily be concerted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any similar destructive devise.
Discharging of a Firearm	Discharging of any pistol, rifle, shotgun, air-gun, or any other device.
Bomb Threat	Any such communication directed at a School Board employee that has the effect of interrupting the educational environment.
Explosives	Preparing, possessing, using, or selling of an explosive device.
Possession of a Sharp Weapon	Possession of a knife or similar instrument without the intent of doing harm.
Aggravated Battery	Intentionally causing great bodily harm, disability, or permanent disfigurement, use of a deadly weapon.
Unjustified Activation of a Fire Alarm System	Unauthorized pulling of fire alarm station.
Intentionally Making False Accusations	Intentionally making a false accusation or statement that jeopardizes the professional reputation, employment or professional certification of a teacher or other member of the school staff.
Armed Robbery	A crime of seizing property through violence or intimidation, involving the use of a weapon.
Miscellaneous Violations	Any other offense which the administration will reasonably deem to fall within this category.



## Level Three- Major Offense Consequences Discipline Guidelines and Procedures

Offense	Consequence
1 <sup>st</sup>	Student will receive a 10-day suspension. Student will also be recommended for expulsion to serve the terms of the original expulsion. Parents and appropriate authorities will be contacted.

❖ Off-campus felony crimes, including, but not limited to, weapons, personal injury to others, or possession of drugs with intent to sell may also result in a recommendation of expulsion.

### Bus Rules of Conduct for Students

The rules of conduct for students on buses designated for Walton Academy & The Pathways Program students are absolutely essential. The rules are set in place with students' safety as priority. In an effort to ensure that students are transported safely, parents are encouraged to explain the bus rules and procedures to their children. Students who are educated about proper bus behavior make the trip to and from school a safe one. Students shall obey the following rules at all times:

1.	Stand off the roadway while waiting for the bus.
2.	When crossing the roadway, be sure that the road is clear of traffic in both directions. Do not depend entirely on the bus arm to control traffic; careless drivers occasionally run through the stop area.
3.	Students must obey the driver at all times.
4.	Students will remain in their seats at all times.
5.	Quiet conversation or classroom conduct is to be observed at all times while on the bus. Use of foul language or racial slurs is not permitted. Do not talk to or distract the driver; the driver must focus attention on the road at all times.
6.	Keep hands, feet, arms, and head to yourself and inside windows at all times.
7.	Passengers must not throw waste paper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus. Do not throw any objects from the bus. Parents will be charged for any damages caused by their child. Students may also be suspended from riding the bus.
8.	No eating, drinking, or smoking is permitted on the bus at any time.
9.	Students must report to the bus stop in a timely manner. The bus cannot wait for those who are tardy.



10.	The emergency exit must not be tampered with and must not be used for ordinary boarding and exiting.
11.	No animals will be allowed on the bus.
12.	Small objects such as bottles that could get underfoot and cause the passengers to trip or fall will not be permitted on the bus.

**Bus Notes:**

Students who wish to ride an alternate bus, must provide written documentation from parent/guardian. This note must contain the parent/guardian's name and phone number, name of student, name of student that he/she will be riding the bus with and the reason for the change. An administrator will contact the parent/guardian to confirm this authorization prior to the student leaving school. If we are unable to contact the parent/guardian to authorize transportation changes, the student must continue with initial documented transportation arrangements. Notes should be submitted to the main office prior to lunch for approval. There will be no exceptions to these rules!

**Walton Academy and The Pathways Program  
Bus Discipline Guidelines and Procedures**

- . Students are expected to obey the driver at all times.
- . The driver has the authority to assign students to certain seats.
- . The driver shall issue verbal warnings, contact parent or guardian, and issue written bus referrals for violations of bus rules.
- . The principal or designee shall consider the bus driver's recommendation for discipline when making a decision regarding the consequences of a bus referral.
- . The principal or designee shall suspend a student from riding the bus for constant rule violations and defiant bus behavior.





# Walton Academy and The Pathways Program Rules and Regulations

Students are expected to act responsibly and are held accountable for the inappropriate decisions they make. Students are to follow the instructions of all instructional and support staff of Walton Academy and The Pathways Program. Failure to do so will result in disciplinary action.

## Visitors

Walton Academy and The Pathways Program is a restricted access facility.

1. All visitors must sign in upon arrival.
2. No one enters classrooms without the prior consent of the principal or designee.
3. Friends from other schools are prohibited from visiting.
4. Parents, legal guardians, or those indicated on the parental consent form completed upon enrollment are the only visitors permitted to have contact with students. The parental consent form may be updated as needed but must be done in writing.
5. Parents wishing to observe their student within the educational setting must get prior consent from administration. Approval will be contingent upon availability of supervisory personnel to monitor the visit.

## Passes

Any time a student is out of the assigned classroom and not under the direct supervision of his/her teacher, he/she must have an official pass issued with his/her name, date, time, and destination written in ink. The teacher writing the pass and the teacher receiving the student must each sign the pass. The receiving teacher should keep the passes for accounting purposes.

## Telephone Use

Office telephones are for official business. Telephones in the classrooms are for teacher use only. After school plans and transportation home should be made prior to coming to school. Staff, with permission from administration, can dial and verify receiver's identity by placing the call using speaker phone. Appropriate phone etiquette will be used at all times or the student will be asked to end the phone call. ***All student emergency phone calls will be made from the front office or discipline office in the presence of a staff member.***



## ***Section II***

If at any time a law enforcement officer or district administrator verbally, or in writing, indicates that any particular article of clothing, clothing accessory, or cosmetic application, including hair style is documented to demonstrate gang affiliation, students will be instructed to immediately stop wearing the item.

## ***Section III***

If a student comes to school with inappropriate clothing (1<sup>st</sup> offense), the parent/guardian will be called to bring appropriate clothing to the student or to take the student home. If the parent/guardian take the student home, this will result in an unexcused absence.

Violation of the dress code will be treated as insubordination and will result in disciplinary action.

## **Backpacks • Purses • Athletic Equipment**

Backpacks and purses are permitted. These items and all personal athletic equipment (basketballs, footballs, soccer balls, etc.) must remain in the security shed and will be locked during the school day. Students will be able to collect these items as they exit through the security shed at the end of the day. **The school will not be responsible for loss or theft of student items.**

## **Lunch Containers**

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

## **Medication**

Medication will be dispensed by the in-school suspension facilitator in the in-school suspension room. Forms are provided in the application packet and are available at any time they are needed. All medication, including “over the counter” medications must be in the original container. Any child self-medicating will be subject to a disciplinary consequence. Students who have a need to carry inhalers for asthma must have a medication administration form on file in the school office.

**Schools shall not assume the responsibility for assisting in the administration of nonprescription medications unless *pre-authorized by a physician or a written parental order is on file in the school office. Exceptions will be made with a certified doctor’s excuse.***



## **Personal Property**

On occasion, there has been confusion related to the giving, loaning, sharing, or trading of personal property items. Students are solely responsible for all personal property. This practice is prohibited and the school will assume no responsibility for the loss of these items.

## **Sexual Harassment**

*Sexual harassment will not be tolerated on the school campus or at any school function.*

Examples of sexual harassment include unwanted advances; flirtations or propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body or sexual prowess; coercion of sexual acts or assault; physical contact such as grabbing, pinching, or patting unnecessarily; leering; whistling; or gestures of a sexual nature.

*Students guilty of sexual harassment will be referred for administrative and/or law enforcement interventions and consequences.*

## **Searches**

As part of the daily routine, all students are subject to search when reasonable suspicion of contraband is present by a gender-appropriate staff member. Students refusing to be searched will be subject to disciplinary action. In addition, all items brought on campus are subject to search when reasonable suspicion of contraband is present. Searches may be conducted in the presence of the school resource officer. *Walton Academy and The Pathways Program assumes no responsibility for any lost, stolen, or damaged items.*

*Items confiscated by staff will be returned to parents/guardians only. All confiscated items are subject to disposal after 10 working days.*

## **Illegal Contraband**

Smoking paraphernalia and other illegal contraband shall be destroyed or turned over to law enforcement for appropriate legal action. Possession of these items may also result in disciplinary action.

Staff members will not hold personal items for students unless approved before hand by an administrator.



Steve Ruder, Principal

Shekima Fields, Dean

**WALTON ACADEMY  
& THE PATHWAYS PROGRAM  
389 DORSEY AVENUE  
DEFUNIAK SPRINGS, FL. 32435  
PHONE (850) 892-3999 FAX (850) 892-7854**



## **Walton Academy & The Pathways Program**

### **Electronic Rules & Information**

- Students may bring electronic devices for their travel to and from school unless otherwise indicated by WCSD bus rules/regulations.
- Students are discouraged from bringing electronic items to school.
- Walton Academy & The Pathway Programs are not responsible for any lost/stolen or damaged electronics.
- All electronics brought into security check-in must be clearly labeled with the student's name.
- All students will place their electronics in the appropriate 7<sup>th</sup> period teacher's locked box upon entering security.
- All electronics are locked and housed in the security building for the school day.
- All electronics are dispersed to students at the end of the day before departure from school.
- No electronic devices are allowed on campus for any reason...students must leave them in the security building in the appropriate teacher's locked box.
- Breach of security with electronics, or violations of the above rules will:
  1. Be considered a major offense.
  2. Confiscation of the electronic device, to be returned to parent/guardian only.
  3. Student will no longer be permitted to bring electronics to school.





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**Parent/Student Acknowledgements**

**ZERO TOLERANCE NOTIFICATION:**

This school implements a "zero tolerance" policy regarding drugs, alcohol, weapons, and any assaults on school staff. In an effort to keep the school free from such actions, the school reserves the right to have the school grounds, students, and their belongings inspected by the county K-9 team at any time. Upon reading this parent/guardian and student, each of you fully understand this information and agree to cooperate fully with all search procedures.

**RELEASE FOR NEWS/MEDIA:**

As a student of this school, your child may have the opportunity to participate in media coverage. These opportunities would involve activities such as quotes attributed to your child, pictures of your child, or video of your child in the newspaper, on television, or in productions for the school. By reading this parent/guardian and student, each of you fully understand this information and agree for the participation in these activities.

**ACKNOWLEDGEMENT OF STUDENT CODE OF CONDUCT:**

As the parent/guardian of a child who is enrolled in this school I agree that it is my responsibility to ensure that my child attends school regularly, is properly clothed and fed, and arrives at school prepared to learn. As the parent/guardian I agree that the behavior of my child will be in an acceptable manner while in school and while using school transportation.

**COMPULSORY ATTENDANCE:**

As the parent/guardian of a child who is enrolled in this school I understand that state law states that failure of parents/guardians to assure their child attends school may be charged with a second degree misdemeanor and may be ordered to attend parenting classes, do community service, pay a fine or be incarcerated, etc.

As a student enrolled in this school I have read the Student Code of Conduct including Standards of Behavior, Dress Code, Attendance Requirements and agree to the specified policies and procedures. As a student enrolled in this school I agree to attend regularly and do my best to succeed in the education programs. I further agree to behave in an acceptable manner, follow instructions and directions of the teachers and other staff, and abide by all standards of behavior.

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Parent Signature/Date

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Student Signature/Date





Walton Academy and The Pathways Program

Discipline Plan and Student Handbook  
Acknowledgement Form

By signing below, I certify that Walton Academy and The Pathways Program Discipline Plan & Student Handbook has been explained to me and that I have had an opportunity to ask questions.

In signing, I also certify that I have received a copy of the Student Code of Conduct Handbook.

My signature as a student indicates that I have read and understand the rules of Walton Academy and The Pathways Program.

My signature as a student on this form also indicates that I agree to accept and comply with these rules and the direction of staff at all times.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

