

# Walton



## COUNTY SCHOOL DISTRICT

**Carlene H. Anderson, Superintendent**

145 Park Street, Suite # 2  
DeFuniak Springs, FL 32435  
(850) 892-1100 ext. 1302

### **Board Members**

Mildred Wilkerson, *District 1*  
William E. Laird, *District 2*  
Sharon Roberts, *District 3*  
Mark Davis, *District 4*  
Darrell Barnhill, *District 5*

Dear Parent/Guardian and Student:

The Walton County School District is committed to ensuring all our schools are safe and secure environments, thus enabling us to provide the best possible opportunity for our students to learn and excel. The Code of Student Conduct (Code) is prepared and disseminated to all students, parents and/or guardians to ensure school and district goals are achieved.

School administrators and teachers will be reviewing the Code along with the school's student handbook to bring attention to the established rules, guidelines and consequences for unacceptable behavior. The Code addresses expectations for students related to attendance, respect for persons and property, appropriate dress, technology usage, student records and the right to appeal, including grievance procedures. Parents and guardians, I encourage you to read this document and discuss expectations for your children to follow the rules and make good choices when faced with pressure from their peers. It is the responsibility of school personnel to be aware of the specifics of the Code and to apply them appropriately. It is the responsibility of students and parents to know the rules of the Code and to support the fair and impartial administration of these policies.

We take great pride in the accomplishments of our students and realize these positive outcomes are the result of the joint efforts of students, parents, teachers, administrators, support staff and the community. With our continued team effort, 2010-2011 will be another successful year for all. I invite you to join us in ensuring another year of documented success.

Sincerely,  
Carlene H. Anderson  
Superintendent

**NOTICE OF RECEIPT: After reading and discussing this Code with your child, please acknowledge your understanding and receipt by signing the required pages in the back and returning them to your child's school.**

*No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.*

**This publication is developed to assist parents, guardians and students to understand their rights and responsibilities as Walton County Schools strive to maintain a safe and orderly educational environment. The descriptions contained within this document do not supersede applicable Florida Statutes or School Board Policy. School Board Policies are accessible on the Walton County School District website at [www.walton.k12.fl.us](http://www.walton.k12.fl.us) or by calling 850-892-1100.**

# CALENDAR 2010-11

## WALTON COUNTY SCHOOL DISTRICT

August 6, 9-11, 2010 August 10, 2010 August 12, 2010	Professional Days Para-Pros, Clinic, and Bilingual Aides return Classes begin for students
September 6, 2010 September 29, 2010	Labor Day (all personnel out) Early Release Day for Students/Planning/Training for Staff
October 14, 2010 October 15, 2010	End of first nine weeks (45 days) Teacher Planning (students out)
November 11, 2010 November 24-26, 2010 December 17, 2010	Veterans Day (all personnel out) Thanksgiving Holidays (all personnel out) End of second nine weeks (41 days) End of first semester (86 days) Christmas Holidays (all personnel out)
December 20-December 31, 2010	
January 3, 2011 January 4, 2011 January 17, 2011	Teacher Planning (students out) Students return Martin Luther King, Jr. Day (all personnel out)
February 9, 2011 February 21, 2011	Early Release Day for Students/Planning/Training for Staff Presidents' Day (all personnel out)
March 9, 2011 March 10, 2011 March 11, 2011	End of third nine weeks (45 days) Professional Day (students out) Teacher Planning (students out)
April 25-29, 2011	Spring Break (all personnel out)
May 26, 2011	Last Day for students End of fourth nine weeks (49 days) End of second semester (94 days)
May 27, 2011 May 30, 2011 May 31, 2011	Professional Day Memorial Day (all personnel out) Teacher Planning

### **Graduation Dates**

May 19, 2011	Freeport High School (7PM)
May 20, 2011	Paxton High School (7PM)
May 26, 2011	Walton High School (7PM)
May 27, 2011	South Walton High School (7PM)

**Attention Administrators:** All schedules, class rosters and other materials needed for the classroom are to be ready on August 6, 2010 to hand out to teachers.

**Teacher Work Days:** October 15, 2010, January 3, 2011, March 11, 2011 and May 31, 2011 are planning days for teachers to work in their classrooms.

**Early Release Days:** September 29, 2010 and February 9, 2011 are designated for teacher planning/training.

## **RIGHTS AND RESPONSIBILITIES**

- **DISTRICT**
- **PARENT**
- **STUDENT**
- **SPECIAL NEEDS**

# **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

## **WALTON SCHOOL DISTRICT**

### **MISSION & VISION**

*Walton County School District will be the best district in Florida by making decisions in the best interest of the students.*

*Walton County Schools will be an engaging, safe and respectful learning environment that embraces change and produces high academic achievers who appreciate diversity and become conscientious contributors to our society.*

### **CODE OF CONDUCT**

The Code of Conduct outlines the key rights, responsibilities and requirements for students and parents in our schools. Additional information may be found in the student handbook sent out by your school. This Code of Conduct applies to all students in the district. It applies to activities at school, on School Board buses or other school property, on field trips, at athletic events and at other school sponsored activities. State law and district policy also provide for discipline for certain serious offenses (felonies or felonies if committed by an adult) by students that occur off campus, at school bus stops or after school hours.

### **SCHOOL DISTRICT RESPONSIBILITIES**

**It is the responsibility of the school district and each school to:**

- provide high quality instruction for all students;
- provide and maintain a safe atmosphere that encourages good behavior and learning for all students;
- teach students to respect themselves and others by treating them fairly, with dignity and respect;
- provide in-service courses in communications to further improve the working relationships among the staff and with the students, parents, and community;
- provide courses of study, programs, and activities and materials to meet the academic and social needs of all students;
- involve parents/guardians in selecting strategies for reaching academic or behavioral goals; and,
- inform parents/guardians of the availability of homebound instruction when the school suspects or knows that a student will be absent for at least fifteen (15) or more school days for health reasons.

### **CONTROL OF STUDENTS**

Subject to law and rules of the State Board of Education and of the district school board, each student enrolled in a school shall be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of

the bus driver to whom such responsibility may be assigned by the principal:

- (a) During the time she or he is being transported to or from school at public expense;
- (b) During the time she or he is attending school;
- (c) During the time she or he is on the school premises participating with authorization in a school-sponsored activity; and
- (d) During a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises,

### **TEACHERS' RIGHTS & RESPONSIBILITIES**

Teachers and other instructional personnel shall have the authority to undertake any of the following actions in managing student behavior ensuring the safety of all students.

1. Establish classroom rules of conduct and implement consequences designed to change behavior for infractions of classroom rules.
2. Have disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students temporarily removed from the classroom for behavior management intervention.
3. Assist in enforcing school rules on school property, on school-sponsored transportation, and during school-sponsored activities.
4. Press charges if a crime has been committed against the teacher or other instructional personnel on school property, on school-sponsored transportation, or during school-sponsored activities.
5. Use reasonable force, such as CPI, according to standards recommended by the Education Standards Commission and the Education Practices Commission and adopted by the State Board of Education, to protect him/herself or others from injury. (FL Statutes 1006.11, 1012.75(2) and SBR 6A-6.05271)

**CIVILITY IN SCHOOLS** Members of the Walton County Schools staff will treat parents, guardians and other members of the public with respect and expect the same in return. Staff will take all necessary action to protect the safety and welfare of students and employees. Disruptions, threats, offensive language, unauthorized entry or willful property damage will be grounds for removal from School Board property by staff or a law enforcement officer.

### **NOTIFICATION OF RIGHTS UNDER HIPPA**

**Walton County School Board Duties**— WCSB is required by law to maintain the privacy of protected health information that belongs to your child enrolled in Walton County Schools. This Notice of Privacy Practices tells you how your child's protected health

## **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

information may be used and how WCSB keeps your information private and confidential. This notice explains the legal duties and practices relating to your child's protected health information. As part of WCSB's legal duties, this Notice of Privacy Practices must be given to you. WCSB is required to follow the terms of the Notice of Privacy Practices currently in effect.

### **Uses and Disclosures of Your Protected Health Information**

- Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person. Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse. This medical information is used in many ways while performing normal business activities.

Your child's protected health information may be used or disclosed by WCSB for purposes of treatment, payment, and health care operations. Health care professionals use medical information in the clinics or hospitals that take care of your child. Your child's protected health information may be shared, with or without your consent, with another health care provider for purposes of your treatment. WCSB may use or disclose your child's health information for case management and services (such as ESE services). WCSB may send the medical information to insurance companies, Medicaid, or community agencies to pay for the services provided to your child.

Your child's information may be used by certain WCSB personnel to improve the operations of WCSB's health care components. Personnel may send your child appointment reminders, information about treatment options or other health related benefits and services. Some protected health information can be disclosed without your written authorization as allowed by law.

#### **Those circumstances include:**

- Reporting abuse of children, adults, or disabled persons.
- Investigations related to a missing child.
- Internal investigations and audits by WCSB's divisions, bureaus and offices. Investigations and audits by the state's Inspector General and protected health information.

#### **This summary does not include:**

- Disclosures made to you.
- Disclosures to individuals involved with your care.
- Disclosures authorized to you.
- Disclosures made to carry out treatment, payment, and health care operations.

- Disclosures for public health.
- Disclosures to health professional regulatory purposes.
- Disclosures to report abuse of children, adults, or disabled.
- Disclosures prior to April 14, 2003.

#### **This summary does include:**

- Purposes of research, other than you authorized in writing.
- Responses to court orders, subpoenas, or warrants.

You may request a summary of disclosures for not more than a 6-year period from the date of your request.

### **STUDENT INFORMATION & RECORDS**

Confidentiality of student records shall be maintained in accordance with FERPA. The school or District shall provide information related to student achievement, behavior, and attendance history on juvenile offenders or juveniles at risk of becoming offenders for the purpose of assessment or treatment under the terms and conditions set forth in School Board approved interagency agreements.

### **SEARCH AND SEIZURE BY SCHOOL PERSONNEL**

The School administrator is authorized to conduct searches in the presence of another witness when he or she has reasonable suspicion that prohibited, stolen or illegal items are possessed or stored by the student and threatens the health, safety or welfare of another person. While protecting the right of students to be free from unreasonable search, school officials may conduct a search of a person, bags, purses, boxes, clothing, articles, lockers and motor vehicles. Metal detectors or law enforcement trained narcotics detection dogs may also be used under certain conditions. Administrators have the authority to remove students from the area(s) that are being searched.

### **INTERVIEWING OF STUDENTS**

The WCSD current Board policy establishes guidelines for interviewing students by law enforcement agencies. By this notice, the policy will also serve as the guidelines used for interviews conducted by the Department of Children and Family Services with the exception of parent notification when that agency is investigating abuse/neglect complaints. The DCFS employees will conduct all interviews with students in accordance with Florida Statutes.

## **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

### **PARENT/GUARDIAN RIGHTS**

Parents and Guardians are afforded numerous statutory rights including:

- the entitlement to a high quality education for their child through a uniform, safe, secure, efficient and high quality system;
- the opportunity to request and be granted permission for the absence of the student from school for religious instruction or religious holidays of the specific faith of the student;
- the opportunity to request exemptions related to certain health issues, including school entry health exams, immunizations, participation in biological experiments, reproductive health and disease education and contraceptive services, if offered by the school;
- timely notification of any verified substance abuse violation by the student;
- a good faith effort by the school district to notify the parent by telephone of the student's suspension and the reason and a report in writing within 24 hours by U.S. mail;
- a written notification of a recommended expulsion including the charges against the student and a statement of the right of due process;
- victims and siblings of certain felony offenses by other students kept separate from the student offender both at school and during school transportation;
- access to all educational programs, activities and opportunities offered by the District without discrimination on the basis of race, ethnicity, national origin, sexual orientation, gender, disability or marital status;
- notice and due process for parents of public school students with disabilities including an individualized written educational program plan;
- receipt of ESOL (English for Speakers of Other Languages) instruction and parental involvement for limited English proficient students;
- a written request to excuse a student from reciting the pledge of allegiance;
- access, waiver of access, challenge and hearing and privacy regarding student records of their children;
- an easy to read report card on a regular basis that clearly depicts and grades the student's academic performance in each class or course, the student's conduct and the student's attendance;
- an appraisal at regular intervals of the academic progress and other needed information about their child; and
- notification in writing requiring written consent before a student may be transported in a privately owned vehicle to a school function.

### **PARENTS AND GUARDIANS CAN HELP THEIR CHILDREN WITH PROPER DISCIPLINE IN SCHOOL BY MEETING THE FOLLOWING RESPONSIBILITIES:**

- encouraging respect for the authority of teachers, principals, and other school staff members;
- showing interest in their child's school progress;
- working with school personnel to solve disciplinary and academic problems;
- getting to know their child's school, staff, programs, and activities;
- attending parent-teacher conferences and school/parent functions, such as PTO and/or School Advisory Committee meetings, and volunteering to help in the classroom;
- teaching their child to be clean, well groomed, and wear clothes which are appropriate for school;
- making sure their child gets to school on time, every day unless their child is ill or has a contagious disease;
- keeping up-to-date information at the school, including home, work, and emergency telephone numbers, addresses and health data;
- contacting the school to explain why their child is absent; and
- teaching their child by word and example respect for law, the authority of the school, and the rights and property of others.

### **RESIDENCY**

Children have the right to attend school in the county in which the parent and/or legal guardian resides. It is the responsibility of the parent to provide proper and accurate documentation to the school to prove residency. The school shall have the right to verify any information that is provided.

Walton County School District has open-enrollment meaning students can attend any school within the district. Transportation is provided by bus for children residing in the school community or transportation zone. If a student attends a school out of the transportation zone, the parent is required to provide such transportation.

### **SUBMISSION OF FRAUDULENT DOCUMENTATION**

Any parent who submits fraudulent documentation to register a student gives cause for such student to be withdrawn immediately and referred for enrollment in the appropriate boundaried school.

## RIGHTS & RESPONSIBILITIES-ELEMENTARY

### **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.

### **Parents and eligible students have:**

**The right to inspect and review** the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written or electronic request that identifies the record(s) they wish to inspect. The school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**The right to request the amendment** of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate.

**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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school 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.

**The right to request a restriction on access** to directory information for a student by making a written request to the school principal at any time. "Directory information" includes the student's name, address, telephone number if it is a listed number, date and place of birth, major field of study, participating in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

**The right to file a complaint** with the U.S. Department of Education concerning alleged failures by Walton County Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
400 Maryland Avenue, SW  
U.S. Department of Education  
Washington, D.C. 20202-4605**

If you believe your privacy rights or health rights have been violated, you may file a complaint with the Walton County School Board by contacting the **Equity Officer (see back cover for information)**.

# RIGHTS & RESPONSIBILITIES-ELEMENTARY

## STUDENT RULES OF CONDUCT

**EXPECTATIONS:** The School Board and our community hold the highest expectations for the conduct of the students in Walton County Schools. Violence in the schools shall not be tolerated and students who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities will receive the most severe consequences provided for by this policy.

1. **Students are expected to be in school and learning every day.**
2. **Students are expected to demonstrate appropriate and responsible behavior at all times.**
3. **Students are expected to demonstrate quality and pride in their academic work and co-curricular activities.**
4. **Students are expected to refrain from any conduct which interferes with another student's opportunity to learn.**
5. **Students are expected to contribute to a safe and orderly learning environment by respecting themselves and others, their property and school rules and regulations.**

Failure to meet the above expectations, in-school misconduct, or other inappropriate behavior on the part of the students shall require interventions and, when necessary, informal or formal consequences.

### STUDENTS HAVE A RESPONSIBILITY TO:

- make an effort to learn;
- come to class prepared with required books and materials;
- complete all assignments;
- ask questions, seek help and make up missed work;
- become familiar with the Student Code of Conduct and the school student handbook;
- know and observe school rules and regulations related to conduct and behavior;
- express themselves in a manner which does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others;
- conduct themselves and their activities consistently with the educational objectives of the school;
- not disrupt the educational process or endanger the health, safety, or welfare of other students or staff;
- not carry or conceal anything prohibited by law or that would detract from the educational process;
- abide by the rules for co-curricular or other school-sponsored activities;
- use the grievance procedures described within this Code and School Board Policy when a serious problem arises;

- treat others equitably, fairly, and with mutual respect;
- conduct themselves and their activities in such a manner that does not sexually harass or discriminate against others; and
- report occurrences of discrimination or sexual harassment to the principal or **District Equity Coordinator**.

### STUDENTS HAVE A RIGHT TO:

- an education appropriate to their needs;
- a positive learning climate free of disruption;
- a copy of clearly defined rules of student conduct and rules enforced fairly, without discrimination;
- express their viewpoints in appropriate ways;
- print and distribute publications within the guidelines provided by the school and District
- meet together in accordance with school rules and scheduled use of facilities;
- participate in all eligible school programs and activities;
- be provided due process in all instances involving disciplinary actions or the exercise of their rights;
- attend a school where all students and adults are treated equitably without regard to race, color, religion, national origin, age, sex, sexual orientation,
- marital status, disability, perceived disability or record of disability as defined by the Americans with Disabilities Act and;
- participate and learn in an environment free from bullying, harassment, and sexual harassment because of race, national origin and disability.

### DUE PROCESS FOR NON-DISABLED STUDENTS

A basic ingredient of due process of law is that one who is not satisfied with a decision may appeal it to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the Superintendent. Before any punishment is issued for a disciplinary referral, the school administrator **MUST** afford all students involved in the incident the right to be heard. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing on the referral form and in the notice to the parent (if applicable).

The Walton County School District adheres to the guidelines established by the Florida Educational Equity Act. This act requires that each district of public education operate in a way that does not discriminate against students or employees on the basis of race national origin, sex, disability, or marital status. The Walton County plan for ensuring that these requirements are met has been developed and implemented and approved by the State Department of Education. The Walton County School District **Equity Officer** is **Tom Blackshear**. **Contact information may be found on back cover.**

# RIGHTS & RESPONSIBILITIES-ELEMENTARY

## DISCRIMINATION/SEXUAL HARASSMENT

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint in accordance with Section 2.70 of the Walton County School Board Policy Manual to the **Walton County School Board Equity Officer (see back cover for information)**.

The School Board Policy manual can be found in its entirety on the District website at [www.walton.k12.fl.us](http://www.walton.k12.fl.us).

## ATTENDANCE:

All students are expected to attend all classes each day that school is in session. Unexcused absences will result in a disciplinary consequence and will negatively affect a student's grade. Determination of whether an absence is excused or unexcused is the responsibility of the site principal or designee.

The following absences may be excused with the proper submission of required documentation:

- Brief student illness/injury;
- Illness or medical care - a principal may require a physician's statement before excusing student absences in excess of ten (10) days in any school year. Any attendance excuses are subject to verification;
- Medical/dental appointments;
- Death of an immediate family member;
- Religious holiday of the specific faith of the student (principal approved);
- Compelled absence (e.g., judicial)
- Natural/major disaster that would justify absence (principal approved)
- School-sponsored/related activity (principal approved)
- Financial or other insurmountable conditions (principal approved)
- Other advanced notice absences (principal approved)

### Unexcused:

- Missing school bus/oversleeping
- Shopping/pleasure
- Excessive illness (without physician verification that medical condition justifies pattern)
- Failure to communicate the reason for absence(s)

Students aged six (6) to eighteen (18) are subject to mandatory school attendance unless those students aged sixteen (16) to eighteen (18) have filed with the district a formal statement of intent to withdraw from school which includes acknowledgements that terminating school enrollment is likely to reduce a student's earning potential and that driving privileges may be withheld or terminated. This statement must be signed by the student, parent or guardian and school representative.

Any time that a student is absent from school during school hours, a written, dated statement explaining the absence should be signed by the parent or guardian and filed at the school.

High school students whose absences result in less than 135 classroom hours per year or 67.5 hours per semester cannot receive credit in a course unless they demonstrate mastery of the performance standards for that course. Any course credit program offered in the period beyond 180 school days will be 120 hours.

Each **unexcused absence**, or absence for which the reason is unknown, the school shall attempt to contact the parent or guardian to determine the reason for the absence.

**After the fifteenth (15th) unexcused absence** from school during school hours within ninety(90) calendar days, a student subject to compulsory school attendance will be classified as a habitual truant and will be reported to the Attendance Officer. The Attendance Officer may file a truancy petition in circuit court and will notify the Department of Highway Safety and Motor Vehicles to withhold or suspend driving privileges and/or license.

## DRESS AND GROOMING:

A student's wearing apparel and grooming shall be the responsibility of the individual student and his or her parents or guardian. Dress and grooming shall be clean, healthy and safe and shall not be permitted to disrupt the teaching learning environment.

Schools may choose to encourage students to wear appropriate shirts of the school color(s) and school promotional T-Shirts to foster a healthy school environment and team spirit. In schools where the Board has approved uniform dress policies specific to the school, such policies will supersede the following dress and grooming policy (Emerald Coast Middle, [Freeport Middle](#), [Freeport High](#) and [Seaside](#)). These policies will provide proper decorum for the school environment.

**For both male and female students, appropriate and acceptable dress includes:**

- **Pants** (jeans, long slack, or capris (*below the knee*))
- **Shorts, skirts and dresses** that **approach** the knee
- **Shirts** that cover the midriff.
- **All visible** garments (layered garments) must be in accordance with the dress code
- **Shoes** will be worn at all times
- Sunglasses, hats and other sun-protective wear will be allowed to be worn outside only

# **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

The following are **NOT** appropriate for the school environment and are **NOT** acceptable:

- Shirts with spaghetti straps, halters or backless
- Pants that drop below the waist
- Holes in garments above the knees
- Heelies (shoes with wheels), shoes with cleats, high heels or platform shoes greater than one inch, or bedroom shoes
- Hats in the school building
- Items that worn together are indicative of gang membership
- Garments containing a message that is obscene, racist, or promotes illegal activities, drugs, alcohol, or tobacco products
- **Pajamas (pants or tops)**

Students enrolled in special programs such as on the job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards.

## **REVIEW OF STUDENT RECORDS**

1. Parents/guardians and adult students (18 and older) have the right to inspect and review all of their student's educational records.
2. Parents/guardians and adult students have a right of access to these records and the right of privacy of these records, both of which they may choose to waive.
3. Directory or public information about a student may be restricted by a written request from the parent/guardian or adult student to the school principal.
4. Parents/guardians and adult students have the right to file a complaint concerning noncompliance with the law to the Family Education Rights and Privacy Act Office, HEW, 330 Independence Avenue, S.W., Washington, D.C. 20201.

## **MEDICATIONS**

No prescription medication may be self-administered or administered by school personnel without a dated, authorizing permission slip signed by the parent or guardian on file with the school. Non-prescription medication or prescription medication except asthma inhaler or Epi-pen (epinephrine), may **not** be kept on a student's person without a physician's written order on file with the school. No student shall distribute or share any prescription or non-prescription medication with any other student. The school will not assist in administering any non-prescription medication without a written physician or parent/guardian order on file with the school.

## **TRESPASSING**

Non-students are required to report to the school office immediately upon entering the school premises. Failure to report to the office or any act that interferes to the orderly operation of the school will be grounds for trespass prosecution. Students may not enter the premises or grounds of another school from one hour

before to one hour after the school hours without permission. Exceptions include waiting for a bus transfer, escorting a younger student or participating in volunteer or service projects. Students who are suspended or expelled from a school may not enter the premises or grounds of any school at any time of the day, or attend any school sponsored activity.

## **POSSESSION**

Any provision in this Code of Conduct that provides that possession of any specified item upon school property or at a school function is grounds for disciplinary action means possession of the item by the student, whether or not the student has knowledge of his/her possession of the item, and knowledge by the student of such possession is not required. When knowledgeable of the likely risk of physical violence in the schools, the school district shall take reasonable steps to ensure that teachers, other school staff, and students are not at undue risk of violence or harm.

## **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

### **WIRELESS COMMUNICATION**

Students may carry an electronic communication device to school and school sponsored activities. **Students may use such devices while being transported on district vehicles.** However, the use of wireless communication is not allowed during the school day or anywhere on the school campus at any time. All communication devices shall be turned completely off and kept out of sight.

- It is the students' responsibility to ensure that their wireless communication devices are turned off and out of sight. Students who violate the district policy shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including ISS, suspension, expulsion, as well as confiscation and return of the device to the student's parents or guardians after the end of the school day. Distracting behavior that creates an unsafe environment will not be tolerated.
- Students shall be personally and solely responsible for the security of their wireless communication devices. The Walton County School District shall not assume responsibility for the theft, loss, or damage of a device, or unauthorized calls made on a cell phone.
- Students may not have cellular telephones or other personal electronic devices in their possession during testing, including state testing, as it may invalidate test results.
- Emergency calls to students will still be made through school's office.
- Use of a wireless communication device in a criminal act may result in the imposition of criminal penalties.

### **CONSEQUENCES OF VIOLATION OF WIRELESS ELECTRONIC DEVICE USAGE**

1st Offense	Verbal warning	Parent Must Pick up Phone/Device
2nd Offense	Written warning/ ODR	Parent Must Pick up Phone/Device
3rd Offense	1 day ISS or 3 day detention	Parent Must Pick up Phone/Device
4th Offense	1 day OSS	Parent Must Pick up Phone/Device
5th Offense	3 days OSS	Parent Must Pick up Phone/Device
6th Offense	Recommendation for expulsion	Parent Must Pick up Phone/Device

# RIGHTS & RESPONSIBILITIES-ELEMENTARY

## **BUS RULES OF CONDUCT**

### **1. Students shall obey the following bus rules:**

- (a) Be on time and stand off the roadway while waiting for the bus. Students must report to their bus stops at least 15 minutes prior to the normal arrival time of the bus.
- (b) When crossing the roadway, be sure that the road is clear of traffic in both directions. Students shall cross the roadway ten (10) feet in front of the bus so that the driver can observe the student at all times.
- (c) Follow all directions given by the driver.
- (d) Remain in the seat at all times until departure at an assigned stop. The bus driver may assign seats when necessary to maintain order.
- (e) Use ordinary quiet conversation and classroom conduct. Silence on the bus shall prevail while the bus is stopped for railroad crossings.
- (f) Do not talk to or distract the driver while the bus is in operation.
- (g) Refrain from foul language or racial slurs.
- (h) Keep hands, feet, arms and head to yourself and inside windows at all times.
- (i) Do not throw waste paper or other rubbish on the floor or otherwise litter, mark, deface or damage any part of the bus.
- (j) Do not throw any objects from the bus.
- (k) Do not tamper with the emergency exit and do not use for ordinary boarding.

### **2. Prohibited on the school bus are:**

- (a) Gum chewing, eating, drinking or smoking.
  - (b) Animals or pets.
  - (c) Small objects or toys that are loose and that could get underfoot and cause passengers to trip or fall.
  - (d) Any object larger than that which can be held by the student or secured so that they do not constitute a hazard.
3. The driver shall be in full charge of the bus and pupils at all times and his or her directions shall be obeyed.
  4. The driver shall have the authority to assign pupils to certain seats if necessary to promote order on the bus.
  5. The driver may issue verbal warnings, contact parent or guardian and issue written referrals for violations of these rules.
  6. The principal or his designee shall consider the bus driver's recommendation for discipline when making a decision regarding a student referral.
  7. The principal or his designee may suspend a student from riding the bus for serious rule violations or repeated minor violations.

## **STEPS OF SCHOOL BUS PROGRESSIVE DISCIPLINE**

**Step 1: First Bus Referral** \*\* - The bus driver will have a conference with the parent/guardian and will provide documentation or will have a parent/guardian conference with the principal or Assistant Principal of the student's school.

**Step 2: Second Bus Referral**\*\* - The school administrator shall administer an "in-school" punishment that is appropriate.

**Step 3: Third Bus Referral**\*\* - The school administrator shall suspend the student from the bus for a period of three (3) to five (5) days.

**Step 4: Fourth and Fifth Bus Referrals**\*\* - The school administrator shall suspend the student from the bus for a period of five (5) to ten (10) days.

**Step 5: Sixth Bus Referral**\*\* - The school administrator shall recommend bus expulsion.

School administrators are not required to follow the progressive discipline steps, if in their opinion, the misbehavior is severe enough to bypass progressive discipline. Acts of violence and acts that endanger the safety of others warrant the bypassing of progressive discipline and may result in criminal penalties being imposed.

**\*\* School administrators have the discretion to repeat Step 1 and Step 2 with student in grades PK, K and 1 due to the age and level of understanding of these students.**

**The school bus driver shall have authority to control student behavior at bus stops while the school bus is present at the stop.**

## **PARKING ON SCHOOL FACILITIES**

Students and parent/guardian visitors may park only in designated spaces during regular school hours. The site administrator may restrict student vehicle parking on school property by grade level or other equitable means. Illegally parked vehicles are subject to being towed at the owner's expense. As a condition to park a vehicle on any school campus or other school district property, ALL students waive any right they may have to carry a firearm in a vehicle while the vehicle is on any school district property, pursuant to Sections 790.115 and 790.25(5), Florida Statutes. The purpose of this provision is to specifically waive the exemption provided in Section 790.115(2)(a) 3, Florida Statutes

# RIGHTS & RESPONSIBILITIES-ELEMENTARY

## **INTERNET & TECHNOLOGY**

### **Acceptable Use Policy (AUP) for the Walton County School District Network and Internet**

**Reasons for this Policy:** The Walton County School District ("School District") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, create and maintain school-based websites, research diverse subjects, and learn new concepts.

The School District has adopted this Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by the School District. Every year, students and employees who want computer network and Internet access for that upcoming school year need to sign and submit this Policy to the School District. Students who are under 18 also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the School District may revise the Internet Acceptable Use Policy, as it deems necessary. The School District will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

This Acceptable Use Policy must accompany any request for a Walton County School District network (WCSDnet) account that provides e-mail, access to the Internet or to any WCSD network server and use of a school district supplied computer. The student or employee is required to change their password the first time he or she uses the Account and routinely thereafter. Passwords for each Account should be kept in a secure location and should not be shared with other users.

The Account may only be used during the time the user is a student or employee of the School District. Anyone who receives an Account is responsible for making sure it is used properly.

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental, has received prior supervisor approval, occurs during their duty-free time and follows the acceptable use policy.

The use of technology resources and Internet access is to support education, research and to extend the resources of Walton County School District. All use of technology must be in support of education, research or enrichment and be consistent with the intended purposes. All users are required to follow all standards, policies, and procedures related to the use of technology in the Walton County School District. If a user is uncertain about whether a particular use of the network, a computer or the Internet is appropriate, he or she should consult a teacher, supervisor, administrator, or Technology Information Services Department. The user is ultimately responsible

for his or her actions and activities involving the network. Students, teachers and staff members will be informed of issues regarding network etiquette, security and vandalism with the understanding that any violation of the policy is unethical and may constitute a criminal offense or violation of the "Student Code of Conduct," and require appropriate disciplinary action.

### **Unacceptable Uses of the Walton County School District Network the Internet and WCSD supplied computers**

The following uses of the Account provided by the School District are unacceptable:

#### **I. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:**

- Selling or purchasing any illegal substance;
- Accessing, transmitting, or downloading child or adult pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
- Transmitting or downloading confidential information or materials that violate Federal copyright laws.

#### **II. Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.**

- Unauthorized Instant Messaging clients.
- Peer-to-Peer (P2P) software used to download unauthorized music, video or content.

#### **III. Uses that involve obtaining and or using unauthorized free e-mail sites as defined by the Walton County Schools Internet filtering solution.**

#### **IV. Uses that cause harm to others or damage to their property are unacceptable.**

#### **Unacceptable uses include, but are not limited to the following:**

- Deleting, copying, modifying, or forging other users' e-mails, files, or data;
- Accessing another user's e-mail without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files without that user's permission;
- Damaging computer equipment, files, data or the network;
- Circumventing security configurations (accessing proxy sites for the purpose of by passing authorized content filter solutions), modifying setup policies, modifying settings on machines, attaching unauthorized devices, modifying infrastructure;
- Using profane, abusive, or impolite language;
- Disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

## RIGHTS & RESPONSIBILITIES-ELEMENTARY

- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
- Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.
- Using the network while access privileges are suspended or revoked.

### **V. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:**

- Using other user's Account passwords or identifiers;
- Disclosing one's Account password to other users or allowing other users to use one's Accounts;
- Getting unauthorized access into other user's Accounts or other computer networks; or
- Interfering with other user's ability to access their Accounts.

### **VI. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:**

- Selling or buying anything over the Internet for personal financial gain; or
- Using the Internet for advertising, promotion, or financial gain; or
- Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

### **VII. Connecting personal Network Devices (wired or wireless) to the Walton County School District Network is unacceptable. Unacceptable devices include, but are not limited to the following:**

- Personal Laptops/workstations
- Personal MP3 Devices (iPod, etc.)
- Personal network enabled cellular phones (iPhone, Blackberry, etc.)
- Personal gaming consoles (Wii, PS3, X-Box 360, etc.)
- Personal Network Devices (Routers, Printers, Access Points, Switches, etc.)

### **INTERNET SAFETY**

In compliance with the Children's Internet Protection Act ("CIPA"), the Walton County School District will implement a technology protection measure through filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials considered to be harmful. The software will work by scanning for objectionable words or concepts, as determined by the School District. (Note: CIPA does not

enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable. The Walton County School District currently blocks the categories of Adults Only, Alcohol, Chat, Drugs, Free Mail, Free Pages, Gambling, Hate/Discrimination, Illegal, Lingerie, Murder/Suicide, Nudity, Pornography, Profanity, School Cheating Information, Search Terms, Sex, Tasteless/Gross, Tobacco, Violence, and Weapons.) However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. **If an Account User sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.**

In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, e-mail use, chat room participation and other forms of electronic communications. (Such a mechanism may lead to discovering a user has violated or may be violating this Policy. If this is found to be the case appropriate disciplinary actions may/will be taken including appropriate law enforcement agencies if necessary. Monitoring is aimed to protect minors from accessing inappropriate matter as well as help enforce this policy on the Internet as determined by the school board, local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

Students and staff must understand and practice proper ethical use of this learning tool. Authorized personnel will supervise the use of computers, the internet and WCSDnet servers. All students and staff must have training regarding procedures, ethics, and security involving the use of the internet and WCSDnet resources prior to receiving access to the system.

**The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.** Disciplinary actions will be tailored to meet specific concerns related to violations, and will be designed to assist the student or staff member in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves the violation of other provisions in Walton County Board of Education policies, the violation will be handled in accordance with the Board's general disciplinary policies and procedures. The Walton County Board of Education and its employees will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the WCSDnet system. Staff members should become familiar with this policy and should enforce the rules concerning appropriate use

## **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

when their duties include supervision of students using the Internet and WCDnet resources. When, in the course of their duties, staff members become aware of a student violation of this policy, they should correct the student and address the matter in accordance with the local school and/or the school districts general disciplinary policies and procedures.

If a student under the age of eighteen accesses his/her WCDnet Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about Internet filtering software solutions.

**Account users shall not reveal on the Internet personal information** about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

**Account users shall not meet in person anyone they have met on the Internet** in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission. Account users will abide by all school district security policies.

**Privacy Policy**—The System Administrators and Technology Coordinator have the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials. Parents and community members who wish to view such logs should submit a written request to the district Technology Information and Services Coordinator.

### **Procedures for viewing logs:**

1. Submit a written request to the district Technology Information and Services Coordinator.
2. The District Communications and Technology Council, on network management, will evaluate the written request.
3. The council will make a decision as to the action to be taken.
4. All pertinent documentation will be forwarded to the Superintendent's office.
5. The Superintendent will present the council's report to the School Board and will make recommendations for action.
6. The School Board based upon all documentation and the council's report will make final decision.

**Storage Capacity**—To ensure that Account users remain within the allocated network server disk space, users with e-mail accounts should check their e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space. The System Administrators will also routinely delete messages from Account users' inbound and outbound log files, messages saved to the archive folders on the system, and messages posted to the School District's web site.

**Student Information**—Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.

### **PENALTIES FOR IMPROPER USE**

**The use of the Account is a privilege, not a right**, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension, expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

### **NETWORK ETIQUETTE ( NETIQUETTE) FOR E-MAIL**

Good citizenship on the network or Internet requires "netiquette" in sending e-mail to individuals or groups. On-line rules include the following:

- Use descriptive subject heading for e-mail.
- Begin with a salutation and end with a signature and an e-mail address.
- Restate the issue or question being addressed.
- Choose words carefully to avoid misunderstandings.
- Avoid all capital letters (SHOUTING) and inflammatory messages.
- Avoid cute graphics, long quotes, cartoons and chain letters.

**Disclaimer**—The School District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The School District also denies any responsibility for the accuracy or quality of the information obtained through the Account. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees. Account users are responsible for any losses sustained by the School District or its affiliates, resulting from the Account user's intentional misuse of the Accounts.

**Exception of Terms and Conditions**—All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States. All users will sign and abide by the provisions of appropriate contract (Educator, Parent, Student, and Site).

## RIGHTS & RESPONSIBILITIES-ELEMENTARY

### **STUDENTS WITH DISABILITIES: DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES (SWD)**

Disciplinary procedures must be consistent with Rule 6A-6.03312, Florida Administrative Code. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in this rule, is appropriate for a student with a disability (SWD) who violates a code of student conduct.

### **Change of Placement Because of Disciplinary Removals**

For the purposes of removing a SWD from the student's current educational placement as specified in the student's Individual Education Plan (IEP), a change of placement occurs when:

1. The removal is for more than ten (10) consecutive school days; or
2. The student has been subjected to a series of removals that constitutes a pattern that is a change of placement because the removals cumulate to more than ten (10) school days in a school year. (A school district determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.)

On the date the decision is made to make a removal that constitutes a change of placement for SWD because of a violation of a code of student conduct, the school district must:

1. Notify the parent of the removal decision; and,
2. Provide the parent with a copy of Part B Procedural Safeguards as referenced in 6A-6.03312, [www.fldoe.org/ese/pdf/procedural.pdf](http://www.fldoe.org/ese/pdf/procedural.pdf). This document outlines the due process and rights of appeal regarding a change of placement for SWD.

### **Manifestation Determination**

A manifestation determination, consistent with the following requirements, must be made within ten (10) days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct. In conducting the review, the school district, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) must review all relevant information in the student's file, including any information supplied by the parents of the student, any teacher observations of the student, and the student's current IEP. Through this process, the IEP team determines whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability, or whether the conduct in question was the direct result of the school district's failure to implement the IEP. If the conduct is determined by the team to be a manifestation of the student's disability, the IEP Team must either:

1. Conduct a functional behavioral assessment (FBA)

unless the school district has conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or

2. Review an existing functional behavioral assessment and modify it, as necessary, to address the behavior.

School personnel may remove a student to an Interim Alternative Educational Setting (IAES) for not more than forty-five(45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability under special circumstances enumerated in 6A-6.03312(6) relating to weapons, drugs, and serious bodily injury.

Students with disabilities who are suspended or expelled from school or placed in an IAES must continue to receive educational services, including homework assignments in accordance with Section 1003.01, Florida Statutes, so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

For disciplinary changes of placement, if the behavior is determined not to be a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration in which they would be applied to students without disabilities, except that services consistent with subsection (5) of 6A-6.03312, FAC, must be provided to the student with a disability.

After a student with a disability has been removed from the current placement for ten (10) school days in the school year, if the current removal is not more than ten (10) consecutive school days and is not a change of placement, school personnel, in consultation with at least one of the student's special education teacher(s), shall determine the extent to which services are needed to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP. A school district is not required to provide services to a student with a disability during removals totaling ten (10) school days or less in that school year, if services are not provided to students without disabilities who are similarly removed.

### **STUDENT RECORDS IN DISCIPLINARY PROCEDURES**

School districts shall ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of Section 1002.22, Florida Statutes, and Rule 6A-1.0955, FAC. School districts shall include in the records of students with disabilities a statement of any current or previous disciplinary action that has been taken against the stu-

## **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

dent and transmit the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of nondisabled students.

### **REPORTING OF CRIMES COMMITTED BY SWD**

A school district is not prohibited from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.

### **SUSPENSION AND EXPULSION RATES**

The Florida Department of Education will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of students with disabilities.

### **PROCEDURAL SAFEGUARDS AND DUE PROCESS PROCEDURES**

Each school district must establish, maintain, and implement procedural safeguards that meet the requirement of 6A-6.0331, Florida Administrative Code. Notice of Procedural Safeguards is made available at least one time a school year, and in each of the following instances:

- Upon initial referral or your request for an evaluation
- In accordance with the discipline procedures when a change in placement occurs
- Upon receipt of the first State complaint in a school year
- Upon the receipt of the first request for a due process hearing in a school year
- Upon your request to receive a copy

A copy of these parent rights may be obtained at Department of Exceptional Student Education, 145 Park Street, Suite 4, DeFuniak Springs, FL 32435. Procedural Safeguards may also be accessed through [www.walton.k12.fl.us](http://www.walton.k12.fl.us) or [www.fldoe.org/ese/pdf/procedural.pdf](http://www.fldoe.org/ese/pdf/procedural.pdf).

## **RIGHTS & RESPONSIBILITIES-ELEMENTARY**

### **SECTION 504** **VOCATIONAL REHABILITATION ACT OF 1973**

It is the policy of the District School Board of Walton County to provide a free and appropriate public education to each student/person with a disability within its jurisdiction, regardless of the nature or severity of the impairment. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with equal access to educational programs. Students may be eligible under Section 504 even though they are not eligible to receive special education or related services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of eligible students and their parent/guardians under Section 504 will be enforced. The school district's 504 Coordinator is responsible for ensuring compliance with Section 504 activities.

### **PROCEDURAL SAFEGUARDS, GRIEVANCE PROCEDURES, AND HEARING**

Parent/guardians must be advised of their rights with respect to Section 504 of the Rehabilitation Act of 1973. They should also receive written notice when their child is evaluated, identified, or is involved in a significant change of placement. All decisions made about a student should be based on information acquired from a variety of sources and provided by individuals knowledgeable about the student, the evaluation data, and the placement options. Parent/guardians also have the right to examine all relevant records relating to decisions involving identification, evaluation and placement. Parent/guardians have the right to file a local grievance or a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These three complaint processes are separate, distinct, and voluntary.

### **MEDIATION REQUEST**

When parent/guardians request mediation with respect to the decisions of the School-based Intervention Team (SBIT) considering their child for Section 504 eligibility and/or the recommended accommodations, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written grievance. The school principal will consult with the 504 Coordinator to help resolve complaints.

### **DISTRICT GRIEVANCE**

Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a district-level grievance process accomplished by filing a complaint under School Board policy. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. A person who wishes to avail himself/herself of this procedure may do so by filing a com-

plaint with the School Board Equity Officer and follow the procedures as outlined in School Board policy.

### **DUE PROCESS HEARING**

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. Pursuing a complaint or grievance through the district's grievance procedures and participating in mediation do not constitute a prerequisite for requesting a due process hearing. Questions regarding procedural safeguards, grievance procedures, or hearing should be directed to the district's Section 504 Coordinator, (850) 892-1100.

To obtain a due process hearing, a written request is made to the Section 504 Coordinator.

Upon receipt of the request for due process, the District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge as a Due Process Hearing Officer. The Administrative Law Judge will schedule a prehearing conference and a subsequent hearing. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony and be advised by legal counsel. Procedures governing the hearing process such as discovery, subpoenas and evidence will follow DOAH's Uniform Rules of Procedure at 28-106.201 to 28-106.216. These rules may be accessed at its website at [www.doah.state.fl.us](http://www.doah.state.fl.us). The Administrative Law Judge will render a decision, which becomes the final administrative decision. (Because Section 504 requires the decision to be impartial, it is not subject to changes by a party.) Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any state court of competent jurisdiction or in a district court of the United States.

Parent/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parent/guardians to resolve disputes on a local level as a first priority. The Office for Civil Rights may be contacted at: United States Department of Education, Office for Civil Rights, 61 Forsyth Street, SW, Suite 19T70, Atlanta, Georgia 30303. Phone (404) 974-9396 FAX (404) 974-9471.

### **DISCIPLINE UNDER SECTION 504**

The administration of student discipline for Section 504 students is the same as that for students with disabilities who receive such services through exceptional student education programs under IDEA. If proposed, disciplinary action will cause a significant change in placement, the student is reevaluated. In a disciplinary context, this means it must be determined whether the misconduct is

## RIGHTS & RESPONSIBILITIES-ELEMENTARY

related to the student's disability.

Suspension for more than 10 days in a school year (cumulative, not consecutive) is as a "significant change of placement" and warrants a review of the student's placement and services. The school should convene a SBIT meeting with a group of people knowledgeable about the student and determine whether the student's inappropriate behavior was a manifestation of the student's disability. If the behavior is determined to not be related to the student's disability, typical discipline rules that apply to students who are not disabled may be implemented.

If the behavior is determined to be a manifestation of the disability or if the student's accommodation plan was insufficient to address the behavior, then change of placement should be addressed through revision of existing Accommodation Plan to include a Positive Behavior Intervention Plan (PBIP). Section 504 does not mandate functional behavior assessment; however, such an assessment would provide important information for development of PBIP.

After the PBIP is developed and implemented, further out of school suspension or other change of placements would need to be considered in light of the requirements of the PBIP. The PBIP supersedes the Code of Student Conduct in areas where the two documents may conflict (e.g. consequences for inappropriate behavior). Should a Section 504 student be appropriately suspended for more than 10 days, the district is not obligated to provide accommodations to them unless accommodations would be provided to a non-disabled student in a similar situation.

### MANIFESTATION DETERMINATION

If a Section 504 student is subjected to a change of placement due to disciplinary action, a manifestation determination must be conducted. This meeting should take place before suspending a Section 504 student for a period that, when considered with prior suspensions during the school year, exceeds the tenth cumulative day.

### SUBSTANCE USE/POSSESSION OFFENSES

SWD who is currently engaged in the illegal use of drugs or alcohol, is subject to any disciplinary measure pertaining to the use or possession of illegal drugs or use of alcohol as is taken for students without disabilities. No manifestation determination or due process procedures are required. However, a student with a disability who is not currently engaged in the illegal use of drugs or alcohol who commits a drug/alcohol offense, such as possession, sale, or distribution of drugs or alcohol, is afforded Section 504 and ADA protection, including the right to an evaluation of whether the behavior is related to the disability and the right to due process. For example, a student with a disability is entitled to procedural protection when illegal drugs are found in his locker if it is determined that the student is not currently using the drugs. The Office for Civil Rights (OCR) defines "current use of drugs" as "illegal use of drugs that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real

and ongoing problem". Thus if it is known that the student with the drugs in his locker has been consistently using illegal drugs but happened not to be using them that day, the student may not be protected because he could still be a current user.

SWD who formerly used drugs illegally is protected under Section 504 and ADA, if not currently engaging in illegal use of drugs. The person is protected if the individual has successfully completed a supervised rehabilitation program and is no longer engaging in drug use, the person is participating in a supervised rehabilitation program and is not engaging in such use, or the person is erroneously regarded as engaging in such use.

### INTERIM ALTERNATIVE EDUCATIONAL SETTING

There is no clear guidance from OCR on determining placement in an interim alternative educational setting (IAES). However, the 45-day placement for firearms (the Jefford's Amendment) clearly applies to Section 504 students. IAES placement must be made by a duly constituted 504 team.

Definition: The IAES is a change in placement for up to 45 calendar days that may be appropriate for a student with a disability who:

- A. Possesses or uses illegal drugs at school or at a school function
- B. Sells or solicits controlled substances at school or at a school function
- C. Carries or possesses a weapon to or at school, on school premises, or to or at a school function. The penalty for a Section 504 student must be commensurate with that of a non-disabled student.

### NOTICE OF PARENT/STUDENT RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by Federal Law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition(s).
- have the school district advise you of your rights under Federal Law.
- receive notice with respect to identification, evaluation or placement of your child.
- have your child receive a free appropriate public education.
- have your child receive services and be educated in facilities which are comparable to those provided to non-disabled students.
- have evaluation, education and placement decisions

## RIGHTS & RESPONSIBILITIES-ELEMENTARY

made, based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

- have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district at no greater cost to you than would be incurred if the student was placed in a program operated by the district).
- have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
- request mediation, file a complaint pursuant to the Florida Administrative Procedure Act (F.S. Chapter 120), or request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made in writing to the 504 Coordinator, 145 Park Street, DeFuniak Springs, FL 32435. (850-892-1100). You may also elect to contact the Office for Civil Rights at any time. These complaint resolution activities are voluntary, separate and distinct. In addition parents/guardians may also exercise any other rights available under School Board Policy.
- request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. Hearing requests must be made in writing to the District 504 Coordinator, identified below. You and your child may take part in the hearing and be represented by counsel. The hearing is conducted by an Administrative Law Judge of the Division of Administrative Hearings. DOAH's Uniform Rules of Procedure, which may be accessed at its website at [www.doah.state.fl.us](http://www.doah.state.fl.us), is used to conduct the hearing. The Administrative Law Judge will render a decision, which is the final administrative decision. Because Section 504 requires the decision to be impartial, it may not be subject to changes by a party. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

## **INFRACTIONS AND CONSEQUENCES**

- **MINOR**
- **INFORMAL**
  
- **MAJOR**
- **FORMAL**
  
- **ZERO TOLERANCE**
- **SEVERE**

## INFRACTIONS AND CONSEQUENCES - MINOR & INFORMAL-ELEMENTARY

**Corporal Punishment:** Corporal punishment is permitted by School Board Policy pursuant to F.S. 1003.32(1) (k). The parent may choose NOT to have this punishment administered to their child. You must sign the statement found on page 33 of this Code indicating your preference .

### **Minor Infractions Requiring Informal Consequences**

Minor infractions involving informal consequences are those which, whenever possible, should be dealt with by the classroom or supervising teacher or administrator on an individual basis without invoking formal discipline procedures. If repetition of these offenses occur, or if they are of a more severe nature, formal referral and discipline may be considered necessary. Repetition is defined as FIVE or more minor infraction referrals. Examples of in-school misconduct include, but are not limited to, the following:

- Tardiness.
- Failure to follow instructions.
- Failure to have required materials or equipment.
- Cheating, plagiarism or lying.
- Unauthorized use or loss of school property , including textbooks, or intentional damage to or defacement of school property of a minor nature.
- Failure to report to class or leaving class without permission.
- Committing petit or misdemeanor theft as defined in Florida Statutes ([less than \\$300.00](#)).
- Violation of school parking regulations.
- Disrespect for staff
- Targeted behaviors in an ESE student's Individual Education Plan (IEP) or 504 student's Accommodation Plan.
- Violation of school bus rules of conduct.
- Inappropriate use of a wireless communication device (cellular phone), tape, CD, or MP3 players or other electronic devices during the school day and on a school bus which causes a disruption of the educational process or poses a danger to the school bus driver. Some students may require a recorder as a part of their classroom accommodations. This will be noted in the student's IEP.
- Teasing or horseplay which does not involve injury.
- Use of abusive, obscene language (profanity) or libelous statements.
- Harassment of students or staff.
- Failure to follow district medication policy for prescription or non-prescription medication (ex. Tylenol, Motrin, etc...).
- Unauthorized assembly or unauthorized distribution of materials.
- Minor disruption of a school class or activity.
- Violation of the district's internet policy including students in virtual programs.
- Refusal to do classroom work or assignments (including homework).
- Violation of district dress code

### **Informal Consequences**

In addition to informal teacher interventions, examples of informal consequences include, but are not limited to, the following:

- Conference with the student/parents or direct discussion with student and/or parents/guardians, in order to work out a problem. In cases where it is appropriate, verbal warnings should be issued to the student as the primary intervention.
- A written warning or reprimand to a student and parent from the teacher, or if deemed necessary, from the principal or his designee.
- In-class behavior management interventions to include work details, behavior management plans, and positive re-enforcement for good behavior as examples.
- Voluntary community service (minimum of five hours) with a recognized community organization or club, church, school or social services agency. Principal must designate and approve hours and the activity prior to implementation. Students must have a community service form signed and dated by the group's representative with the number of hours and activity performed documented. This community service option MUST be completed within one (1) week of the infraction. Students and their parents assume full responsibility and liability for this option. If not completed within the specified time-frame, the administrator may assign another form of discipline.
- After-school detention may be imposed, when provided at the school site, for a limited period of time with a maximum of one hour a day. A period of detention may not begin without one days notice to the student and parents and a student shall be detained only under the supervision of school personnel. Transportation is the responsibility of the parent/guardian.
- Lunch detention may be imposed when provided at the school site. Students will be monitored by school staff at all times in a designated area. Lunch may not be withheld from any student given lunch detention.
- Saturday school may be imposed where funded and provided. Transportation is the responsibility of the parent/student.
- School privileges may be withdrawn by the principal or his designee. These may involve co-curricular activities, school government and school social events as well as other functions as determined by the principal. This includes driving privileges for older students.
- Corporal punishment may be imposed according to

## **INFRACTIONS AND CONSEQUENCES - MINOR & INFORMAL-ELEMENTARY**

Florida statutes.

- In-school suspension may be imposed in lieu of out-of-school suspension. Additionally, students may be required to complete daily work, additional behavior modification assignments, in-class behavior management interventions to include work details, behavior management plans, and positive re-enforcement for good behavior.
- Written or verbal apologies.
- Replacement of property or reimbursement.
- A grade of zero may be assigned by the teacher for work not submitted or in instances of cheating.
- Confiscation of cell phone, tape/CD/MP3 player or similar items causing a disruption. Parents will be required to pick up the confiscated items from the administrative office of the school. The principal will determine appropriate consequences.
- Change of clothing to comply with district dress code.
- The full purchase price of a lost, destroyed, or unnecessarily damaged textbook must be collected or, after a reasonable effort to collect the required amount, the principal may suspend the student from extracurricular activities or the student may satisfy the debt through community service.

## **INFRACTIONS & CONSEQUENCES - MAJOR & FORMAL-ELEMENTARY**

### **Major Infractions Requiring Formal Consequences**

Suspension, expulsion and exclusion are formal consequences usually employed after parental assistance and all available school and support services have been unsuccessful in dealing with the pupil misconduct, or when pupil conduct or conditions are disruptive, dangerous or of an emergency nature. These infractions include, but are not limited to, the following:

- Disruption or obstruction of the orderly educational process.
- Defacement or destruction of school property.
- Disrespect or disobedience of school officials acting pursuant to their official responsibilities, which results in a disruptive effect upon the education of other students.
- Interference with or intimidation of school personnel by force or violence or creating a hostile environment that includes bullying/harassment or violation of bullying/harassment policy.
- Interference with or intimidation of other students by force, violence or violation of district bullying/harassment policy. This includes any form of bullying.
- Behavior which is inappropriate or detrimental to the welfare or safety of other students including fighting on school grounds or on a school bus, at a school bus stop or while participating in a school sponsored function or activity.
- Interference with, or disruption or obstruction of the operation of a school bus or severe infractions at a school bus stop.
- Failure to correct repeated misconduct as described under infractions requiring informal consequences. Students must have accrued FIVE MINOR referrals.
- Participation in secret societies or gang activities.
- Theft or larceny (**\$300.00 or more**).
- Burglary.
- Extortion.
- Use of a wireless communications device in a criminal act or causing a major disruption to the education process.
- Possession of a self defense spray (such as mace or pepper gas) that is not displayed in a threatening manner or used as a weapon.
- Indecent exposure or sexual misconduct.
- Malicious mischief including intentional damage to personal property or vandalism.
- Robbery.
- Trespass.
- Leading or participating in a riot on school grounds.
- Possession/use of tobacco or tobacco products (\$25.00 fine may also be levied)
- Possession of drug paraphernalia (no drugs found).
- Possession, use, distributing, sale, or being under the influence of a controlled substance as defined in Chapter 893, or over-the-counter medications, or alcohol, or prescription, or non-prescription medication
- Making false representation of any item as a drug
- Intentionally making false accusations that jeopardize

the professional reputation, employment, or professional certification of a teacher or other member of the school staff.

- Creating a hostile environment that includes harassing physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of sexual, racial, national origin, disability, cultural or other forms of discrimination or harassment prohibited by School Board policies.
- Hazing

### **OFF CAMPUS INCIDENTS**

In compliance with State Board Rule 6A-1.0956, when a student is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, but which incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled, the principal shall, in accordance with Section **1006.09(2)**, Florida Statutes, conduct an administrative hearing for the purpose of determining whether or not the student should be suspended pending court determination of his or her guilt or innocence, or the dismissal of the charge, is made by a court of competent jurisdiction. The following procedures shall be followed by the principal in instituting and conducting the administrative hearing; provided, however, that a school board may, upon written approval of the Commissioner, utilize its own hearing policy in lieu of this rule.

- (1) Upon receiving proper notice that a student has been formally charged with a felony, the principal shall immediately notify the parent or guardian of the student, in writing, of the specific charges against the student and of the right to a hearing prior to disciplinary action being instituted under the provisions of Section **1006.09(2)**, Florida Statutes.
- (2) Such notice shall stipulate a date for hearing which shall be not less than two (2) school days nor more than five (5) school days from postmarked date, or delivery, of the notice and shall also advise the parent of the conditions under which a waiver of suspension may be granted, as prescribed in subsection (2) of Section **1006.09**, Florida Statutes. Pending such hearing, the student may be temporarily suspended by the principal.
- (3) The hearing shall be conducted by the principal, or designee, and may be attended by the student, the parent, the student's representative or counsel, and any witnesses requested by the student or the principal.
- (4) The student may speak in his or her own defense, may present any evidence indicating his or her eligibility for waiver of disciplinary action, and may be questioned on his or her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.
- (5) In conducting the hearing, the principal or designee shall not be bound by rules of evidence or any other courtroom procedure and no transcript of testimony

## **INFRACTIONS & CONSEQUENCES - MAJOR & FORMAL-ELEMENTARY**

shall be required.

- (6) Following the hearing, the principal shall provide the student and parent with a decision, in writing, as to whether or not suspension will be made. In arriving at this decision, the principal shall consider the conditions prescribed by subsection (2) of Section 1006.09, Florida Statutes, under which a waiver of suspension may be granted, and may grant such a waiver when he or she determines such action to be in the best interests of the school and the student. Provided, however, that any suspension pending adjudication of guilt shall be made only upon a finding, based upon conclusive evidence, the felony charge has been formally filed against the student by a proper prosecuting attorney. The principal shall have authority to modify the decision to either grant or deny a waiver, at any time prior to adjudication of the student's guilt by a court, provided that any such modification adverse to the student shall be made only following a hearing conducted in accordance with this rule.

### **SUSPENSION & EXPULSION**

**Suspended or expelled students cannot be on School grounds anytime during the school day or when a school activity is being held.**

#### **Suspension**

Suspension from the regular program of the Walton County School District is defined as removal of a student from all classes or instruction on public school grounds and all other school sponsored activities for no more than (10) school days, unless extended by the Superintendent of Schools until the next regular or special meeting of the School Board or by the School Board to a date certain. This includes suspension from school, from riding a school bus, and/or from participating in any school function. The student receiving an out-of-school suspension shall be remanded to the custody of the student's parent or guardian with special homework assignments for the student to complete if requested by the parent. Parent/guardian attendance with a child may be substituted for a portion or all of a suspension when offered as an alternative and approved by the principal or his/her designee. The parent must agree to attend school, shadowing their child, throughout the entire school day.

#### **Conditions of Suspension**

1. When a child is suspended from riding a school bus due to misconduct, his absence from school is unexcused by the parent or guardian is expected to provide transportation during the time the student is excluded from the bus. For a student with disabilities with transportation listed as a related service on the IEP or accommodation plan, an alternative mode of transportation must be provided by the District if cumulative suspensions have exceeded ten (10) days.

2. Absence due to an out-of-school suspension shall be considered an unexcused absence. However, a student may make up any work missed and can receive a passing grade of no more than 60%. Assignments will be provided upon parent request.

3. For suspensions of 10 days or less, the decision of the principal shall be final if all due process procedures of this Code are followed.

#### **EXPULSION**

Expulsion is a denial of access to the Walton County School District. Violent crimes on school grounds, school transportation, or at school functions and serious and/or repeated misconduct may be cause for expulsion. Expulsion may be affected and rescinded only by the School Board. The length of the expulsion shall not exceed the end of that school year during which it was effected and one additional year of attendance. The School Board may honor all expulsions from other Florida public or charter schools and may, upon the Superintendent's recommendation to the school administrator, honor suspensions and expulsions from a non-public and out-of-state schools.

# INFRACTIONS & CONSEQUENCES - MAJOR & FORMAL-ELEMENTARY

## **BULLYING OR HARASSMENT**

It is the policy of this District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

**Bullying** is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees **that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.**

May involve but is not limited to:

- Unwanted teasing
- Threat
- Stalking
- Physical violence
- Sexual, religious, or racial harassment
- Social Exclusion
- Intimidation
- Theft
- Public humiliation
- Destruction of property

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school **including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose; or**
- **Cyberstalking** as defined in s.784.048(d) , FS, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### **Bullying and harassment also encompass:**

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

- A. Incitement or coercion
- B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
- C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

### **To report or make a complaint of bullying/harassment:**

- A written (see form in back of Code) report will be made to the school's principal or district designee. Nothing prevents a report from being made directly to the district's designee, equity officer, or safety officer.

Upon receipt of a report or complaint:

- The district designee shall notify the parent of the alleged victim and perpetrator that an investigation has been initiated.
- The equity or safety officer will conduct an investigation documenting interviews of the victim, alleged perpetrator, and witnesses. Interviews will be conducted privately, separately, and shall be confidential.
- The district designee will complete the investigation within 10 days from receipt of the complaint.
- The district designee will submit a written final report to the principal including all facts, circumstances and shall include whether the actions constituted a violation of this policy.
- The principal will recommend remedial steps necessary to stop the bullying and/or harassing behavior to the parent.
- The district designee will notify the parent of the victim and perpetrator of the findings.
- The district may refer victims and perpetrators to counseling through the guidance department and may require parent/legal guardian involvement.

The district will take action against any student or staff member who retaliates against any person who reports an incident of alleged bullying or harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such bullying/harassment or violence. Submission of a good faith report of bullying or harassment of any kind will not affect employment, future employment, grades, learning or working environment or work assignments. All students and employees shall be allowed to learn and work in an environment free from bullying or harassment.

Any person who witnesses bullying or harassment is required to report it to the proper authorities. Violation of the district's bullying/ harassment policy may result in an in-school suspension, out-of-school suspension, expulsion or other disciplinary or criminal penalties being

## **INFRACTIONS & CONSEQUENCES - MAJOR & FORMAL-ELEMENTARY**

---

imposed. Any student who believes he or she has been placed in a hostile environment or harassed by another student or any other person in the school, on a school bus, or while participating in a school activity may file a complaint utilizing the procedure above to the school principal or directly to the district **Equity Officer (see back cover for information)**.

### **HAZING**

No student, employee or volunteer of the school district shall plan, direct or encourage hazing of any type. This is to include any type of activity which intentionally endangers someone's physical or mental health. In addition to school-level punishment, Florida Statutes provide for 3rd (third) degree felony charges or 1st (first) degree misdemeanor charges, depending on the seriousness of the injury.

### **TOBACCO PRODUCTS**

Students are prohibited from possessing, using, **distributing or selling** tobacco products anywhere on school grounds, on school buses or while participating in school activities. Civil citations may be issued and are punishable by Florida law (s.386.212FS). This may include a fine and/or community service. Community agencies or local health department may offer smoking cessation classes which may be helpful to the student.

### **VANDALISM**

A student and his or her parent or guardian shall be financially responsible for willful or malicious damage to Walton County Schools property caused by the student. The principal may impose disciplinary consequences in addition to a requirement for restitution.

## ZERO TOLERANCE & CONSEQUENCES-ELEMENTARY

### **OFFENSES REQUIRING SEVERE CONSEQUENCES**

Students who have been found to have committed the following offenses on school grounds, a school bus, school-sponsored transportation or at a school bus stop, or during a school sponsored function or activity **shall be recommended for expulsion by the school administrator**, receive the most severe consequences provided for by School Board Policy and be referred to the appropriate law enforcement agency:

**(a) Homicide** (murder or manslaughter).

**(b) Sexual battery.**

**(c) Armed robbery.**

**(d) Aggravated battery.**

**(e) Battery or aggravated battery on a teacher or other school personnel.**

**(f) Kidnapping or abduction.**

**(g) Arson**

**(h) Illegal possession, distribution, use, sale, or attempted sale of drugs**, including any alcoholic beverage or any substance controlled under Chapter 893, Florida Statutes while the student is upon school property or in attendance at a school function on or off campus. This infraction may also result in criminal penalties being imposed. Self-referral or court-ordered referral to a state-licensed drug abuse program, and successful completion thereof; or voluntarily disclosing unlawful possession of controlled substances prior to arrest; or divulging information leading to the arrest and conviction of the person(s) who supplied the controlled substance may constitute sufficient grounds for a waiver of the suspension or expulsion for illegal possession or use only. Students who are accused of drug/alcohol use have the option to have a drug or alcohol test performed within 12 hours of the infraction at a State of Florida certified laboratory. The parent must request the Drug/Alcohol Screening form from the Superintendent's office and indicate their intent to challenge the referral for expulsion. The student will remain under suspension until the results are sent to the District Office. The parent/student will assume all costs associated with the screening and "chain of custody" (verification) process.

**(i) Being under the influence of controlled substances or illegal drugs or any other substance (ex: chemical fumes, glue, or adhesives intentionally used** as a drug to alter mental or physical state) which may cause the student to behave inappropriately, abnormally or hostile. An exception would include proof of a prescribed medication which would cause similar symptoms when taken by the student. Such evidence of proof would include a prescription medication bottle bearing the student's name or a doctor's statement verifying the prescription for the student on the physician's letterhead.

**(j) Victimized-** The Walton County Schools shall take all steps necessary to protect the victim of any violent crime from any further victimization. When a student, staff or volunteer has been the victim of a violent crime perpetrated by a student who attends the same school, the principal shall make full and effective use of his or her statutory authority to take steps to protect the victim of any such crime. These

steps shall include, but not be limited to, in-school suspension of the offender or rescheduling of classes, lunch or other school activities of the victim and the offender, so as not to coincide. A reassignment request for the offender or the victim will also be considered. ESE students shall require an IEP review to determine an appropriate placement and, if applicable, continuation of services required by law.

Any student who is attending a Walton County School and in felony violation of:

1. Chapter 782, relating to homicide;
2. Chapter 784, relating to assault, battery, and culpable negligence;
3. Chapter 787, relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
4. Chapter 792, relating to sexual battery;
5. Chapter 800, relating to lewdness and indecent exposure;
6. Chapter 827, relating to abuse of children;
7. Section 812.13, relating to robbery;
8. Section 812.131, relating to robbery by sudden snatching;
9. Section 812.133, relating to carjacking; or
10. Section 812.135, relating to home-invasion robbery

and the offender was attending a school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the appropriate district school board. Schools must take all steps necessary to protect the victim of any violent crime from any further victimization whenever and wherever students are under the jurisdiction of the school district. When a student has been the victim of a violent crime perpetrated by another student who attends the same school the principal shall assume responsibility for reporting and taking certain actions pursuant to 1006.13(5) of the Florida Statute. Any offender described above shall not attend any school attended by the victim or sibling of the victim of the offense or ride on a school bus on which the victim or sibling is riding, except as provided pursuant to a written disposition order under S.985.23(1)(d).

## ZERO TOLERANCE & CONSEQUENCES-ELEMENTARY

**Any student who is determined to have brought a firearm or weapon** (as defined in Chapter 790 of Florida Statutes) to school, on school grounds, to any school function or activity, on a school bus, at a school bus stop or possessing a firearm at school. The use of any object which is displayed in an intimidating or threatening manner which could cause harm or injury to others will be considered a weapon. \*This does not include a common pocket knife, blunt bladed table knife, or plastic knife which is not displayed or used to intimidate or inflict harm on another person. **Making a threat or or false report** (pursuant to Chapter 784.048(3) of Florida Statutes including bomb threats pursuant to Section 790.162,163 of Florida Statutes) involving school or school personnel's property, school transportation, or a school sponsored activity **shall be expelled**, with or without continuing education services, from the student's regular school for a period of not less than one (1) full calendar year and referred for criminal prosecution. The School Board may recommend enrollment of the student to a disciplinary program or alternative educational setting for the purpose of continuing educational services during the period of expulsion. This may include voluntary home education by the parent.

The Superintendent may consider the one year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student with a disability, the district school board shall comply with applicable State Board of Education rules.

## **FORMS**

- **Student Receipt and Understanding of the Code of Conduct \***
- **Student Network and Internet Agreement Form \***
- **Parent/Guardian Network and Internet Agreement Form \***
- **Parent Receipt and Understanding of Code of Conduct \***
- **FERPA Notice \***
- **Corporal Punishment Agreement \***
- **Possession of Wireless Communication Devices \***
- **Complaint Form**

**\* Forms to be completed and returned to school**

**WALTON COUNTY SCHOOL DISTRICT FORM**

**NOTICE OF RECEIPT and UNDERSTANDING OF THE  
WALTON COUNTY STUDENT CODE OF CONDUCT**

School: _____
Teacher: _____
Grade: _____

I have received and read the Walton County School District's Student Code of Conduct and District Internet Policies. My signature indicates my understanding of these policies.

\_\_\_\_\_  
Student Name (Please Print)

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

\_\_\_\_\_  
Date

**NOTICE OF NETWORK AND INTERNET ACCEPTABLE USE POLICY**

I have read, understand, and agree to abide by the provisions of the Network and Internet Acceptable Use Policy of the Walton County School District ("School District") .

\_\_\_\_\_  
Student Name (Please Print)

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

\_\_\_\_\_  
Date

*This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.*

No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

**WALTON COUNTY SCHOOL DISTRICT FORM**

**PARENT/GUARDIAN AGREEMENT**  
*(All parents or legal guardians of students under the age of 18 must read and sign below.)*

School: _____
Teacher: _____
Grade: _____

As the parent or legal guardian of the student named below, I have read, understand, and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the Walton County School District ("School District"). I give full permission to the School District to give my child or dependent access to a WCSDnet Account and to the WCSDnet system.

I accept full responsibility for the supervision of my child or dependent's use of his/her WCSDnet Account and the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against the School District as a result of my child or dependent's use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Florida.

Name of Student \_\_\_\_\_

Parent/Legal Guardian Name (Please Print) \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENTAL NOTICE OF RECEIPT and UNDERSTANDING OF THE  
WALTON COUNTY STUDENT CODE OF CONDUCT  
INCLUDING THE DISTRICT'S INTERNET POLICIES**

I have received and read the Walton County School District's Student Code of Conduct and District Internet Policies. My signature indicates my understanding of these policies.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.*

No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

# WALTON COUNTY SCHOOL DISTRICT FORM

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### PARENT/GUARDIAN NOTICE

Dear Parent:

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. However, the School District may disclose appropriately designated directory information without written consent unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the 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 yearbook
- Honor roll or recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, 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 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 local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, on request, with three directory information categories – names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Walton County School District has designated the following information as directory information which may be released without parent consent UNLESS otherwise notified:

Student's name, address, email and telephone listing  
Date and place of birth  
Dates of attendance  
Participation in officially recognized activities and sports  
Most recent education agency or institution attended

Photograph  
Major field of study  
Grade Level  
Weight and height of members of athletic teams  
Degrees, honors, and awards received

**YOU MUST NOTIFY YOUR CHILD'S SCHOOL IN WRITING PRIOR TO AUGUST 31 ONLY IF YOU DO NOT WANT THE DISTRICT TO DISCLOSE DIRECTORY INFORMATION FROM YOU CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT.**

*Please complete, sign and return the bottom portion of this form*

### FERPA AGREEMENT

Indicate your choice(s) for media release by checking one or more of the boxes below. Return this form to school within 3 days of receipt.

**MEDIA RELEASE:** Please check all that apply. As a parent of a student in the Walton County School District, I understand that my student's picture may appear in newspapers, on television, on district and school websites, in school board and school publications, yearbooks, school newspapers, class photos, or other communication tools.

I **WILL** allow my student to be photographed and/or filmed for newspapers, television, district websites, and in school board publications or other district communication tools.

I **WILL** allow my student to be photographed and/or filmed for school publications, such as school yearbooks, school newspaper, school websites, class pictures, or other school communication tools.

I **WILL NOT** allow my student to be photographed and/or filmed for district or school communications.

Name of Student \_\_\_\_\_

School: _____
Teacher: _____
Grade: _____

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

**WALTON COUNTY SCHOOL DISTRICT FORM**

School: _____
Teacher: _____
Grade: _____

**PARENT OR GUARDIAN NOTICE**

**CORPORAL PUNISHMENT  
AGREEMENT WITH PARENT**

**Florida Statute 1003.32(1)(k) - Authority of teacher, responsibility for control of students; district school board and principal duties.**

Corporal punishment may be deemed appropriate with parental permission when all other consequences have failed. Please complete and return this form to your child's school.

Student Name: \_\_\_\_\_

**IMPORTANT NOTICE: Please initial your preference.**

\_\_\_\_\_ I support the use of corporal punishment for my child ONLY if deemed appropriate by the school's administration. Parents are notified by telephone or in writing when this punishment is used. (please initial the blank if this is your choice)

\_\_\_\_\_ I DO NOT support the use of corporal punishment for my child for any reason. (please initial the blank if this is your choice)

I have received, read, and discussed the Walton County School District's Student Code of Conduct and District Internet Policies. My signature indicates my understanding of these policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

# WALTON COUNTY SCHOOL DISTRICT FORM

## Possession of Wireless Communication Devices

School:	_____
Teacher:	_____
Grade:	_____

### STUDENT/PARENT CONTRACT

Should a student not have this signed contract on file, they will lose their opportunity for a warning and have their cell phone privilege revoked for the remainder of the school year.

**Maintaining the integrity of the learning environment is the top priority.**

- Students will be permitted to have cell phones in their possession throughout the school day and while being transported by school bus; however, phones must off and not visible.

**Should a student be observed using a cell phone, or a cell phone rings during the school day, discipline action will include but is not limited to an office discipline referral and confiscation of the phone.** Additionally, students abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.

- Student cell phones ringing in class will result in confiscation of the phone and disciplinary action.
- Should confiscation occur the phone will only be returned when retrieved by a parent or guardian.

**During times of testing and other student evaluations, teachers may request that students remove their cell phone from their possession, either by returning to a locker or placing under a desk, reducing the possibility of compromised test security.**

**Fire drills, assemblies, or other school evacuation are considered cell phone blackouts. During such contingencies, there will be absolute ZERO TOLERANCE on cell phone use.**

---

#### STUDENT CONTRACT

I, \_\_\_\_\_ (student's name) understand that possession of a wireless communication device including a cellular telephone on school campus is a privilege, and that it may be revoked at any time by the administration for violating this school policy regarding such possession, which I have been provided with and read. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of any communication device while on school grounds. The school is not obligated to investigate the loss or damage of any phone.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### PARENT CONTRACT

I, \_\_\_\_\_ (parent's name) understand this contract regarding my student's possession of a wireless communication device including a cellular telephone on campus. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my child's wireless communication device while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone. Should my student's cell phone be confiscated, I understand that it will only be returned when I come to the school to retrieve it.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
---

**WALTON COUNTY SCHOOL DISTRICT FORM**

**REPORT FORM FOR REPORTS OR COMPLAINTS OF  
BULLYING, SEXUAL HARASSMENT, AND HARASSMENT BECAUSE OF  
RACE, NATIONAL ORIGIN, AND DISABILITY**

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Do you wish to remain anonymous in making this report?**  
Yes \_\_\_ No \_\_\_

Date(s) of alleged incident(s) \_\_\_\_\_

Did the incidents involve bullying \_\_\_\_\_ sexual harassment \_\_\_\_\_ racial harassment \_\_\_\_\_

harassment because of national origin \_\_\_\_\_ harassment because of disability \_\_\_\_\_ (circle all that apply)

Name of person(s) you believe harassed or bullied you or another person: \_\_\_\_\_

\_\_\_\_\_

If the alleged harassment/bullying was toward another person, identify that other person \_\_\_\_\_

\_\_\_\_\_

Describe the relationship between the parties involved \_\_\_\_\_

Characteristics/Ages of parties involved \_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements, number of incidents, how often has this occurred, (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where did the incident occur? \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

The complaint is based upon my honest belief that \_\_\_\_\_ has harassed/ bullied me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
(complainant's signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(received by)

\_\_\_\_\_  
(date)

No person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

# DISTRICT CONTACTS & INFORMATION

## District Contact Numbers

<b>Walton County School District (main)</b>	<b>892-1100</b>
Curriculum & Instruction	892-1100 ext 1503
Exceptional Student Education	892-1161
Facilities	892-1182
Food Services	892-1183
Health Services/HIPPA	892-1220
Human Resources	892-1100
Public Relations	892-1100 ext.1150
Student Services/Safe Schools	892-1171
Transportation	892-1141

## Information Contact Numbers

Safe Schools Hotline	892-1103
State Abuse Hotline	1-800-962-2873
COPE - Drug/Substance Abuse	892-8045
24-Hour Help Line	892-4357 or 267-2220
Florida Poison Information Center	1-800-222-1222
Bridgeway Center	1-850-833-7400
The Parent Helpline	1-800-352-5683

## School Telephone Numbers

Bay Elementary School	622-5050	Seaside School	231-0396
Emerald Coast Middle School	622-5025	South Walton High	622-5020
Freeport Elementary	892-1210	Van R. Butler Elementary	622-5040
Freeport High School	892-1200	Walton Academy	892-3999
Freeport Middle School	892-1220	Walton Career Dev. Ctr.	892-1240
Maude Saunders Elementary	892-1260	Walton High School	892-1270
Mossy Head School	892-1290	Walton Middle School	892-1280
Paxton School	892-1230	West DeFuniak Elementary	892-1250
		WISE Center	892-1120

### Equity Officer

**Tom Blackshear, WCSD**  
**WISE Educational Center**  
**555 Walton Road**  
**DeFuniak Springs, FL 32433**  
**(850)892-1100, ext. 1811**  
**Fax (850) 892-1149**