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**Walnut Grove Elementary School
Student Handbook**

**2015-2016**

**Walnut Grove Elementary School (WGES)**

460 Highway 81 South

Covington, Georgia 30014

Telephone – 770-784-0023/0046

Fax – 770-784-5599

Web Page – [www.walnutgroveelementary.org](http://www.walnutgroveelementary.org)

**Walton County School District (WCSD)/Walton County Board of Education (BOE)**

200 Double Springs Church Road

Monroe, Georgia 30656

Telephone – 770-266-4520

WCSD Website – [www.walton.k12.ga.us](http://www.walton.k12.ga.us)

**WCSD Transportation**

Telephone – 770-207-3200

**Si usted necesita ayuda con la traduccion de carta con information de las escuela, por favor comuniquese con la Senora Mayra Evans en Walnut Grove Elementary. Su numero de telefono es 770-784-0046, extension 1.**

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

The Parent Achievement Guide for Every Student (PAGES) agenda is used for communication between teachers, the school, and the school system and parents/guardians. Information and resources included in the PAGES agenda include:

* WCSD Goals, Mission, and Commitment;
* District and School Contact Information (phone number, address, fax number and website);
* 2015-2016 School Year Calendar;
* Emergency Procedures for Students Arriving Home Late (from the school bus) or for Students Who Are Missing;
* Walton County Assessment Schedule;
* Using Infinite Campus;
* Parent Portal;
* Procedures for Obtaining Student Records;
* Important Information on Student Attendance;
* Academic Resources;
* School Nutrition Program (including Meal Prices; Pre-payment; Family Applications for Free and Reduced Price Meals; Meal Charges; Refunds and Transfers; NSF Checks; and Non-Discrimination Statement)
* Title I Programs;
* Parent Involvement District Contacts;
* Department of Education for Exceptional Students (DEES);
* Your Rights as Parents Regarding Special Education;
* Gifted Education Program;
* Pyramid of Intervention;
* Notice to Parents Regarding Section 504 Services;
* Notice to Parents Regarding Hospital/Homebound (HHB) Services;
* Gender Equity – Nondiscrimination Notice;
* Internet Acceptable Use Policy;
* Teacher Professional Qualifications;
* Student Code of Conduct;
* Chain-of-Command:
* Alternative Education Program;
* Bullying;
* Notification to Parents/Guardians of Persistently Dangerous School Status;
* Transfer of Students who are Victims of Violent Criminal Offenses;
* Student Reporting of Acts of Sexual Abuse or Sexual Misconduct;
* Student Sexual Harassment Complaint Resolution Procedures;
* Notification of Rights Under FERPA;
* US Department of Health & Human Services Rights – Office of Civil Rights; and
* Protection of Pupil Rights Amendment (PPRA).

**Walnut Grove Elementary School (WGES) Mission Statement and Beliefs**

The mission for Walnut Grove Elementary is:

 to provide a safe, nurturing environment in which the foundation for future learning is built for all students through the mastery of academic, personal, and social skills.

The Walnut Grove Elementary beliefs are:

* the focus of a school should be on student learning; students must feel safe and nurtured in the school environment in order to learn;
* all students are capable of success; students must feel successful in order to perform successfully; students should develop academic, personal, and social skills while at school to enhance educational growth;
* instructional time must be used efficiently for the purpose of student learning; effective learning opportunities must be provided to all students; education is vital and valuable; and
* a foundation for future learning should be built at the elementary level.

**School Hours**

* The school instructional hours are 8:40 a.m. until 3:30 p.m. Doors will open to start receiving students at 8:00 a.m.
* Parents/guardians may walk their child(ren) to class from 8:00 a.m. until 8:30 a.m. after signing-in and receiving a visitor sticker.
* Breakfast will be served between 8:00 a.m. and 8:30 a.m. Breakfast will be extended past

8:30 a.m. only for students who arrive at school on a late school bus.

* Students arriving at school after 8:40 a.m. (unless arriving on a late school bus) are considered tardy (an excuse from a doctor or dentist is required for the tardy to be considered excused).
* Car riders may be dropped-off at the side entrance to the school between 8:00 a.m. and 8:20 a.m.
* Car riders who wish to eat breakfast at school should be dropped-off by 8:20 a.m. so that they have sufficient time to eat breakfast without being tardy to class.
* Students arriving at school after the mid-school day point (12:06 p.m.) or checking-out from school before the mid-school day point (12:06 p.m.) and not returning to school will be marked as absent for the day.
* Students should not be checked out from the office between 2:30 p.m. and 4:00 p.m. except when the student is being dismissed from the clinic, when the student has a doctor or dentist appointment, when the student and/or the parent/guardian require handicapped parking, when there is a family emergency, or on days on which a special school event takes place.
* A check-out prior to 3:30 p.m. is considered an early check-out (an excuse from a doctor or dentist is required for the early check-out to be considered excused unless the student was dismissed from the Clinic) and is shown as a tardy on the student’s report card.
* Car riders should be picked up no later than 4:00 p.m. Car riders not picked up by 4:00 p.m. will be brought to the office and a parent/guardian will be contacted. A parent/guardian should contact the school if an emergency situation has occurred and they will be unable to pick up their child by 4:00 p.m.

**Tardies/Check-outs**

* Students arriving to school after 8:40 a.m. (including coming from breakfast) according to the school office clock will be considered tardy unless arriving late due to a late school bus.
* If a student is checked-out prior to the end of the school day, it is considered an early check-out. An early check-out will be indicated as a tardy on the student’s report card.
* Students may only be dropped-off at the side entrance to the school when a staff member is present. Students should not be dropped-off at the front of the school at any time.
* Students who are tardy should be escorted into the school building by the individual driving them to school, signed-in as tardy by that individual, and given a tardy slip by that individual. Students who are not signed-in may be marked as absent for the day since there may be no documentation that they arrived late to school.
* The information provided by the enrolling parent determines who may and who may not check-out/pick-up a child. We cannot accept changes concerning check-out, transportation, or pick-up over the phone or through email.
* Students must be present for at least one-half of the instructional day to be counted present.
* Students receive instruction until five to ten minutes before the end of the school day, and, therefore, should not be checked-out before the end of the school day unless they are ill or have a medical appointment.
* Students should not be dismissed to parents/guardians from classrooms except for rare times such as the last day prior to the Winter Holidays at which time students can be signed-out from classrooms. Parents/guardians wishing to check-out their child should sign them out through the office and meet their child in the office or lobby.
* Anyone checking out a student, including parents/guardians, must be prepared to show picture ID at any time during the school year.
* A note should be sent if someone other than a parent/guardian will be checking-out a student unless a parent/guardian has indicated on the student’s information sheet that the individual may pick-up the student without a note.
* Students will be called for check-out from the classroom rather than waiting in the office or lobby.
* Car riders should be picked-up in the car rider lane unless there are special circumstances that day.
* For a tardy or early check-out to be considered excused, documentation of a doctor or dentist appointment must be provided.

**After-School Program and Before-School Program/Early Supervision**

The free afterschool 21st Century Community Learning Center (CCLC)/LEAP is available to a certain number of allotted students in Kindergarten through Fifth Grade after the start of the school year. The hours are 3:30 p.m. until 6:00 p.m. on Monday through Friday. This is a federally funded program which is designed to assist students with homework and offer enrichment activities in a safe and educational environment at no charge and with transportation home provided. An application for the afterschool program is required.

Free morning care will be offered at WGES through the 21st CCLC Grant after the start of the school year. The number of students accepted into this program is based on the number of morning care staff members. The hours will be 7:00 a.m. until 8:00 a.m. on Monday through Friday. Supervision is provided to students until they are dismissed at 8:00 a.m. for breakfast or to their classroom at no charge. For morning care, an adult should walk the student(s) into the building and sign-in the student(s). An application for the before school program is required.

**Attendance/Absences**

### According to Walton County School District Board of Education policy, a student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official.

### As permitted under state law and State Board of Education policies, students may be excused for the following reasons:

1. personally ill and when attendance in school would endanger their health or the health of others;
2. serious illness or death in their immediate family which necessitates absence from school;
3. mandated order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
4. celebration of religious holidays;
5. conditions which render attendance impossible or hazardous to their health or safety;
6. voter registration or voting, for a period not to exceed one day; and
7. prior permission of principal and consent of parent or legal guardian. (It is the responsibility of the student to secure and make up all work for this type of absence, not the teacher.)
* Students must be present for at least one-half plus one minute of the instructional day (from

8:40 a.m. until 12:06 p.m. or from 12:06 p.m. until the end of the school day) to be counted present.

* Excuses for absences should be furnished in writing within three (3) school days of return to school, should be signed by the student’s parent/guardian, and should specifically state the reason(s) for the absence. The school has the authority to require additional proof of the legitimacy of the excuse. (For example, the school may require a doctor’s statement justifying the absence of the student and may require proof that the child’s condition rendered the child incapable of attending school.)
* A doctor’s statement justifying the absence(s) of the student and/or poof that the student’s condition rendered the student incapable of attending school may be required after a student acquires ten (10) absences (excused and/or unexcused).
* According to Walton County School District Board policy, absences due to out of school suspension are considered unexcused.
* Tardies and early check-outs (which are shown as tardies) are considered excused if an excuse from a doctor or dentist is provided.
* Proof of the legitimacy of excessive requests for early check-outs may be required.
* Students with excessive tardies and/or early checkouts may be referred to the school social worker for educational neglect.
* Students with five (5) or more unexcused absences and/or an excessive number of excused absences may be referred to the school social worker for educational neglect.
* Information concerning Mandatory Education for Children between Ages 6 and 16 and the Georgia Compulsory School Attendance law can be found in the Parent Achievement Guide for Every Student.

**Missed Work due to Absences/Make-up Work**

Students are permitted and encouraged to make-up work missed due to an absence. Work that needs to be made-up will be sent home with the student when he/ she returns to school. If a student will miss several days of school, parents/guardians may call the school to request make-up work for their child. This make-up work can be picked-up at the end of the next school day.

Work for grades cannot be made-up at home and must be made-up when the student returns to school unless the students in on hospital/homebound and the work is done by the hospital/homebound teacher.

**Hospital/Homebound Services**

Hospital/Homebound services are provided for those students who are unable to attend school due to a diagnosed medical or psychiatric condition for a minimum of ten school days per school year. These services may be provided in the hospital or at the child’s home or other agree upon location. Information concerning Hospital/Homebound Services can be found in the Parent Achievement Guide for Every Student (PAGES).

**Section 504**

To initiate consideration for Section 504, contact the 504 administrator at your child's school who will then provide you with a meeting letter explaining the evaluation process and a copy of the 504 Parent Rights. An evaluation will be conducted, with input from the parent, and any documentation to assist the school with making a final decision can also be shared with the 504 team. If eligible for a 504, an Accommodations Plan will be developed. The 504 plan allows teachers to understand the needs of their students through accommodations or adjustments which afford students with disabilities equal opportunities to all programs. Meeting the needs of the student stated in the 504 Plan allows that student the opportunity for academic success. Concerns that cannot be addressed though the 504 Accommodations Plan may be addressed more appropriately through the student's POI (Pyramid of Intervention) plan and/or a referral to the Student Support Team for a possible referral for consideration of Special Education services.

Further information regarding Section 504 is located in the Elementary School Parent Achievement Guide for Every Student. You may also contact the District 504 Coordinator, Dr. Donna Major, in the Department of Curriculum and Instruction at (770) 266-4482, email: donna.major@walton.k12.ga.us .

**Clinic Procedures**

* If a student is ill, he/she should stay home until they are without symptoms for 24 hours. It is the Walton County Public Schools procedure that students may not return to school until they have been fever free, without the use of fever reducing medication, for 24 hours.
* If a student should become seriously ill, have a seizure, or be injured while at school or during a school activity, a parent/guardian would be called. The student’s physician may be contacted if information is needed in the case of illness or seizure. The school may call 911 for emergency personnel assistance in the case of serious illness, seizure, or injury if deemed necessary by the school nurse and/or a school administrator.
* A parent/guardian should notify the school nurse if a student is diagnosed with a contagious illness.
* Parents/guardians are responsible for changing Pre-K and kindergarten students and all other students in the case of a bathroom accident if assistance is needed.

**Medication**

* Students cannot transport medication to or from school and cannot have any medication, prescription or non-prescription, on the school bus with the exception of inhalers, epi pens, oral diabetic medication, and insulin delivered through an insulin pump.
* All medication, both prescription and non-prescription, must be brought to the school and signed in through the clinic by the parent/guardian or by a responsible adult designated by the parent/guardian. The directions printed on the label must be followed.
* Medication, both prescription and non-prescription, taken by students at school must be in the

 original container.

* All medication is to be housed in the school clinic.
* At the end of the school year, all medication is picked-up and disposed according to the instructions indicated by the parent/guardian has indicated on the Disposal of Medication(s) Notification. If a form is not received before the last day of the school year, the medication(s) will be disposed of following the last day of school.
* If a student’s medication is or may be necessary while on a field trip or another activity away from the school, the medication will be taken on the field trip and held by the student’s teacher or parent/guardian.
* An Administration of Medication Request form must be completed by the parent/guardian for all medication to be administered to a student while at school.
* A student may be given Tylenol that is provided by the school if he/she has a temperature of 101 degrees or above or if he/she is in pain from an injury and if a parent/guardian has indicated that their child is not allergic to Tylenol and can be given Tylenol at school.

 Tylenol that is provided by the school will not be given to students for other reasons or on a

 routine basis. If a student will need to take Tylenol on a regular basis, his/her parent/guardian

 should provide a bottle of Tylenol in the original container to the school and complete an

 Administration of Medication Request form.

* Candy or breath mints that look like medication should not be sent to school.
* Vitamins should not be sent to school.
* Energy drinks or energy pills should not be sent to school.

**Medical Conditions/Allergies**

* The school should be notified if a student takes medication on a regular basis; has a medical condition such as asthma, diabetes, etc. that has been diagnosed by a physician; and/or has been diagnosed by a physician as being allergic to food items such as milk, peanuts, or red dye, is allergic to bee or other insect bites, and/or is allergic to environmental items such as latex.
* Substitutions can be made on the lunch/breakfast tray if a student is allergic to a food item (milk, peanuts, red dye, etc.) if a statement from a physician is on file. If a student is allergic to a food item, a statement from a physician documenting that the student is allergic to the food item must be on file for a substitution to be made on the student’s school lunch/breakfast tray.
* All students diagnosed with asthma and/or allergies will require a Child Care Asthma/Allergy Action Card that is signed by a physician. This form can be obtained from the school nurse.
* A Medical Plan and/or a Section 504 Plan may be written for some students with medical conditions.

**Food Allergies**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family’s responsibilities are:

* notify the school nurse of the child’s allergies;
* work with the school team to develop a plan that accommodates the child’s needs throughout the school, including the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan;
* provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide (include a photo of the child on written form);
* provide properly labeled medications and replace medications after use or upon expiration;
* educate the child in the self-management of their food allergy including:
* safe and unsafe foods
* strategies for avoiding exposure to unsafe foods
* symptoms of allergic reactions
* how and when to tell an adult they may be having an allergy-related problem
* how to read food labels (age appropriate);
* review policies/procedures with the school staff, the child’s physician, and the child (if age appropriate) after a reaction has occurred; and
* provide emergency contact information.

**Communicable Disease: Head Lice Policy**

The Walton County School District Board of Education policy concerning Head Lice follows.

Students in Walton County Public Schools who have been identified as having head lice will not be allowed to attend class. School officials will take the following steps when a student is identified with head lice.

* Parents or Guardians will be called immediately to transport the student home.
* Students will be allowed to return to class once the school has been provided with documentation showing a physician or the Health Department has cleared them. Those students who do not provide this documentation must be free of lice and nits and cleared by the school nurse.
* The student will be referred to the school social worker upon the third incident of lice or nits in a single semester. Upon referral, the school social worker may refer the student to Department of Family and Children Services (DFCS), or other available resources.

**Injuries at School**

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

**Student Insurance**

* Parents/guardians may enroll their child for student accident insurance by going online to [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). K-12 Accident Plans available include at-school accident only, 24-hour accident only, extended dental, and football. Information on K-12 Student Accident Insurance can be found at the end of this handbook.
* PeachCare for Kids is available for qualifying families. Families pay a low monthly premium based on the household income. Information on PeachCare for Kids can be found at the end of this handbook.

**Hospital/Homebound (HHB) Services**

Hospital/Homebound (HHB) services are provided for students who are unable to attend school due to a diagnosed medical or psychiatric condition for a minimum of ten consecutive school days. Information on HHB services can be found in the PAGES agenda.

**School Closing/School Delay/Early Dismissal**

* If school is closed prior to the start of the school day, if the school day is delayed, or if students are dismissed early due to school closing early as a result of weather, plumbing, electrical problems, or other emergencies, parents/guardians will be notified of a school closing by way of a telephone call to their primary phone number through the school system automated telephone calling system. This calling system utilizes the contact information on file at the school. Parents/guardians should notify the school of all phone number changes throughout the school year.
* When it is necessary to close school, delay the start of the school day, or dismiss students early, the announcement will be sent to the local radio stations and local television stations on the system level. The information is also posted on the Walton County School District website at [www.waltoncountyschools.org](http://www.waltoncountyschools.org).
* If the school should close during the school day and students dismissed early, students will be sent home their usual way unless an Emergency Closing Instructions form is on file with the student’s teacher. If someone other than a parent/guardian is to pick-up a student in the event of early dismissal due to school closing, the parent/guardian must notify that individual, the individual must be on the student’s pick-up list, and the individual must check-out the student from the office (ID required).
* In the school should close during the school day and students dismissed early, the school and school system phone lines will be very busy, so parents/guardians may not be able to reach the school or the Walton County Central Office with directions and should not plan on calling with directions on that day.
* The LEAP after-school program, after-school tutoring, and any scheduled school programs/ events will not take place on the day of a school closing. Students who normally attend the LEAP after-school program will be sent home at the same time as all other students if students are dismissed early.

**Visitors**

* All visitors should enter the school building by way of the front door, sign-in, and receive a visitor sticker.
* Parents/guardians and all other visitors should not enter the school building by way of the side doors, back doors, classrooms doors, or any other door except the front door.
* Parents/guardians and students should never walk between buses, even when the buses are parked, in order to enter the school building.
* All visitors, including parents/guardians, are required to check-in at the office, sign-in, and obtain a visitors’ sticker which should be worn the entire time he/she is in the school building.
* Parents/guardians may walk their child to class between 8:00 a.m. and 8:30 a.m. after signing-in and obtaining a visitor sticker. After 8:30 a.m., parents/guardians may not walk their child to class.
* Parents/guardians walking their child to class should drop their child at the classroom door. This is not the time to conference with the teacher.
* Parents/guardians are welcome to eat lunch or breakfast with their child. Parents/guardians are to sign-in and get a visitor sticker before meeting their child’s class for lunch or their child for breakfast. They should meet their child in the lobby as his/her class goes into the cafeteria for lunch. After lunch, parents/guardians should say goodbye either in the cafeteria or in the lobby and not walk their child to his/her classroom or go outside with the class to recess.
* Parents/guardians should not join their child on the playground with the exception of watching Field Day activities or school softball tournaments if they take place.
* Parents/guardians are welcome to observe their child’s Field Day. Neither parents/guardians nor siblings may participate in Field Day activities.
* Tobacco/tobacco related products (including e-cigarettes) are not allowed on school property.

According to BOE policy concerning visitors:

All persons wishing to visit in a Walton County School must check in at the school office or other designated area immediately upon entry of the school property. The person may visit any classrooms and other school areas only with permission of the principal or his or her designee and only in accordance with any school rules. Visitors must abide by all school rules while on school grounds. The presence of unauthorized persons in and about schools of the Walton County School System is prohibited. Persons whose presence is unauthorized in schools shall be instructed to leave.

State law prohibits any person from disrupting or interfering with the operation of any of the Walton County Public Schools. In addition, state law prohibits any person from upbraiding, insulting or abusing a school teacher, administrator or bus driver in the presence of students. Finally, state law prohibits any person from loitering or remaining on school grounds without a legitimate reason after being asked to leave. Any individual in violation of these laws may be reported to the Superintendent and/or appropriate law enforcement officials.

## No student, staff member, or school visitor is permitted to use any tobacco or tobacco product, including the use of an e-cigarette, at any time, including non-school hours, 24 hours per day, seven days per week:

## in any building, facility, or vehicle owned, leased, rented, or chartered by the Walton County School District;

* on any school grounds and property – including athletic fields and parking lots –owned, leased, rented, or chartered by Walton County School District; or
* at any school-sponsored or school-related event on-campus or off-campus.

## In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

**Volunteers**

* All volunteers who interact with students, including PTO officers and room moms, must have a background check and take part in volunteer training.
* Volunteers are not to bring other children, including infants, or guests with them when volunteering, with the exception of the two class parties.

**Chaperones**

* Parents/guardians may be needed to serve as a chaperone on a field trip. In certain cases, parents/guardians may be asked to accompany their child’s class on a field trip. Chaperones are responsible for the supervision of students while on the field trip. Due to this responsibility, chaperones may not bring other children on the field trip
* Chaperones must take part in volunteer training and have a background check.
* Chaperones:
* may not bring other children, including siblings and infants, or adults with them on the field trip;
* must remain with the students and with the group at all times while on the field trip;
* may not smoke or drink alcoholic beverages while on field trips;
* may not take a weapon of any kind on field trips; and
* must pay for their own admission costs if there is an admission charge unless they have been asked to accompany their child on the field trip.

**Car Riders**

Morning Drop-Off (8:00 a.m. – 8:20 a.m.)

* Students may be dropped-off at the side entrance to the school building from 8:00 a.m. until 8:20 a.m. when there is a staff member on duty. Students who wish to eat breakfast at school should arrive at school by 8:20 a.m. in order to have sufficient time to eat breakfast without being tardy to class.
* The side entrance to the school building can be reached by way of the school side driveway which is off of Cannon Farm Road.
* The school side driveway is one-way from Cannon Farm Road, and vehicles should not turn onto the school side driveway from Highway 81 or turn right from the school parking area.
* Individuals dropping-off students should form a single-line for student drop-off.
* The designated area for drop-off is on the left side of the school driveway. If possible, students should sit in the back seat and on the driver side of the vehicle so that they can exit the vehicle without having to walk in front of the vehicle. Students should be in a seat and wearing a seatbelt and not sitting in the lap of an adult or other student.
* All individuals should remain in their vehicle while waiting in the car rider line.
* Staff members will assist students by opening vehicle doors. Opening the door to a vehicle is a courtesy, and a staff member has the right to refuse to do so for reasons such as an animal in the vehicle.
* Staff members can assist with unbuckling a student from a seat belt or car seat if the student is in the back seat behind the driver.
* If a student or students need to walk in front of a vehicle, the driver should put the vehicle in park until the student(s) and the staff member are on the sidewalk. Vehicles should not move until the student(s) and the staff member are on the sidewalk. Vehicles should not move while the driver is watching students walk into the building.
* Vehicles should not go around another vehicle that is stopped to drop-off a student or students.
* After dropping-off a student or students, vehicles should exit by way of the school driveway onto Highway 81 (there is a left turn lane and a right turn lane to exit onto Highway 81).
* After 8:20 a.m., individuals driving a student or students to school should drive to the parking area, park (not in a designated parking space or in a handicapped parking space unless handicapped parking is needed by the student or driver), and walk the student(s) into the school building. Students should not be dropped-off at the side entrance to the school.
* While driving in the parking lot, drivers should stop and wait for all students to exit a school bus or buses that are unloading students before driving around the school bus(es). Drivers should never drive around a school bus that is unloading students.
* Students should walk with an adult in the parking area. Adults and students should look carefully before crossing and should not walk between buses.
* Adults wishing to walk a child to a classroom may do so between 8:00 a.m. and 8:30 a.m. after first signing-in in the lobby or the office and obtaining a visitor’s badge.
* Students arriving at school after 8:40 a.m. are considered tardy.After 8:40 a.m., an adult must sign-in the student in the office and complete a tardy pass for the student to take to his/her class. Adults may not walk down to the classroom with the student when the student is tardy.

Afternoon Pick-Up (3:35 p.m. – 4:00 p.m.)

* Students may be picked-up at Walnut Grove Elementary from 3:35 p.m. until 4:00 p.m. at the side entrance to the school building when there is a staff member on duty.
* Students should not be checked-out from the office or lobby between 2:30 p.m. and 4:00 p.m.except when being dismissed from the clinic, when they have an appointment, when the student or parent/guardian requires the use of handicapped parking, when there is a family emergency, or on days on which a special school event takes place.
* Vehicles picking-up a student or students should have a Walnut Grove Elementary Car Rider sign with the name(s) of the student(s) posted in the inside of the driver’s side of the front windshield of the vehicle after the first day of school. If a vehicle does not have a sign, the driver may be directed to the office to check-out the student(s).
* All individuals should remain in their vehicle while waiting in the car rider line. Children should not be allowed to get outside of their vehicle while waiting in the car rider line.
* Students will not be dismissed to an individual who is not in a vehicle or to an individual who is in a vehicle that is not in the car rider lane.
* Individuals picking-up students must reach the school side driveway by way of Cannon Farm Road.
* The school side driveway is one-way from Cannon Farm Road, and vehicles should not turn onto the school side driveway from Highway 81 or turn right from the school parking area.
* Individuals picking-up students should form a double-line for student pick-up.
* Unless there is no back door on the driver side of the vehicle, students will be loaded into a vehicle through the back door on the driver side of the vehicle.
* Staff members will assist students by opening vehicle doors. Opening the door to a vehicle is a courtesy, and a staff member has the right to refuse to do so for reasons such as an animal in the vehicle.
* Staff members may not buckle a student into a car seat or a seat belt. Drivers needing to buckle a child into a car seat/belt should pull down to below the area in which car riders are loaded after their child has been loaded into their vehicle and they have been directed to move their vehicle and then buckle their child into the car seat/belt so that the line behind them can continue to move.
* A driver should not move their vehicle until directed to do so.
* After picking-up a student or students, vehicles should exit by way of the school driveway onto Highway 81 (there is a left turn lane and a right turn lane to exit onto Highway 81).
* At 4:00 p.m., all car riders who have not been picked-up will be brought to the office to be picked-up from the office.

**Bus Riders**

Students who ride a school bus to school are dropped-off at the front entrance of the school. Students who arrive to school after 8:30 a.m. on a late school bus are not considered tardy and are given the opportunity to eat breakfast. Students who ride a school bus home will be dismissed to the front entrance of the school to be loaded on school buses as each bus arrives. School bus rules and procedures are listed in this handbook. Misbehavior on the school bus may result in a consequence, including suspension from the school bus, and a school consequence, including suspension from school.

The Walton County School District Code of Conduct applies and is enforceable at the bus stop. Violations of the Code of Conduct at the bus stop may result in a disciplinary consequence or consequences (bus and/or school).

Students cannot transport medication to or from school and cannot have medication, prescription or non-prescription, on the school bus with the exception inhalers, epi pens, oral diabetic medication, and insulin delivered through an insulin pump.

Pre-K and Kindergarten students will be brought back to the school if no one is there to meet the student at his/her bus stop. Students who indicate that they do not have a key to their home or who are concerned about going home because no one is at home will be brought back to the school.

Students may be videotaped while on the school bus.

### Walkers (Parent Check-out)

Parents/guardians who wish to have their student(s) be a Walker must:

* arrive at the WGES lobby between 3:10 p.m. and 3:25 p.m. (parking in a parking space other than handicapped parking and not along the curb which is the bus lane at that time);
* sign-out their student(s) as a walker on the Walker Sign-out sheet on the receptionist desk in the Lobby;
* wait in the Teacher Lounge for their student(s) who will be called to the Lounge at 3:30 p.m.; and
* exit through the Lounge exit door (rather than the main lobby door) as soon as their student(s) arrive in the Teacher Lounge and walk their student(s) to their vehicle (crossing safely across the parking area and not walking between buses).

Parents/guardians arriving at or after 3:25 p.m. (when dismissal has begun) must go around to the side driveway and pick-up their child through car riders. Students who have not been called to the Teacher Lounge as a walker will be sent to the car rider area to be picked-up as a car rider. Students will not be called from the car rider area or from the classroom after 3:25 p.m.

### Walking/Riding a Bike to and from School

No student may walk to or from school or ride a bike to or from school without a parent/guardians without written parent/guardian permission.

### Transportation Changes

* If there is to be a change in the way a student is to go home for one day or for several days, a transportation note which is signed by a parent/guardian must be provided to the school. The note should include the name of the student, how the student is to go home, and the period of time that the change will be in effect.
* Transportation changes cannot be accepted over the telephone or through email. In an emergency situation, a transportation change may be faxed to the school or scanned as an attachment and emailed to the school secretary. This should not take place on a routine basis. This fax/attachment must include the parent’s/guardian’s signature, driver’s license, and a telephone number at which the change can be verified. The parent/guardian should call the school to ensure that the fax or email was received.
* To ride a different bus or to get off the bus at a different stop, a student must give the bus driver a permission note from the school office before leaving the school grounds. The note must be signed by a parent/guardian and signed by a school official or stamped with the school

stamp. The note should include the name of the student and the address to which they will be going.

* A signed note from a parent/guardian must be provided for a student to ride home on the bus or in a car with another student.

**Animals/Pets**

### Animals, including pets, should not be brought into the school building or onto the school grounds for activities such as Field Day unless prior approval has been obtained for a class activity or school program (unless a certified service dog).

**Student Information**

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

**Access to Student Information and Records**

Any person whose parental rights have not been specifically revoked by court order, any guardian or any individual acting as a parent in the absence of a parent or guardian may inspect the education record of his/her child during regular school hours Monday through Friday while school is in session. Information concerning the procedures for obtaining access to student records can be found in the Parent Achievement Guide for Every Student.

### Display of School Work and Photographs

Unless notified in writing by the student’s parent/guardian in which it is stated that they do not wish for their child’s work to be displayed and/or their child’s picture to be used for public use, the student’s work may be displayed and/or the student’s picture may be used in the school yearbook, in the newspaper, in brochures and other information documents about the school and/or the school system, on the school and/or school system website, and/or in videos taken of performances and/or other school activities.

**Curriculum**

The Georgia Standards are the foundation for instruction in language arts, math, science, and social studies in all Walton County School District schools and the State of Georgia. Parents/guardians may learn about the Georgia Standards by going to the Walton County School District website at [www.walton.k12.ga.us](http://www.walton.k12.ga.us/) or to the Georgia Department of Education website.

**Grading Systems**

In the Walton County School System, students in grades one and two receive letter grades for Language Arts and Math. Students in grades three through five receive letter grades in all subjects. Numerical equivalents for the letter grades are as follows: A=90-100, B=80-89, C=70-79, and F=0-69. Students in Grades 3 – 5 are eligible for Principal’s List (all A’s in all core subjects), Honor Roll (total average of 90 or above with no rounding for all core subjects), and Merit List (total average of 85 to 89.9 with no rounding for all core subjects).

**Report Cards and Progress Reports**

Report cards are issued following the completion of each nine-week grading period. Progress reports are sent home at the mid-point of every nine-week grading period. Kindergarten students do not receive a progress report for the first quarter of the school year.

**Grade 3 – Grade 5 Report Card Grading Procedures**

Report card grades are based on class work (daily assignments), working toward mastery assessments (vocabulary tests, grammar tests, spelling tests and comprehension) and assessment of mastery (unit tests, post-tests, final projects and published pieces).

Reading & English/Language Arts

20% - Classwork (daily assignments)

40% - Working toward Mastery (vocabulary tests, grammar tests, spelling tests, comprehension tests)

40% - Assessment of Mastery (unit tests, post-tests, final projects, published pieces)

Mathematics

20% - Classwork (daily assignments including timed drills)

40% - Working toward Mastery (quizzes, problem solving tasks)

40% - Assessment of Mastery (unit tests, post-tests)

Science/Social Studies

50% - Classwork/Working toward Mastery (daily assignments, quizzes, reports)

50% - Assessment of Mastery (unit tests, cumulative projects)

Guidelines:

* grades given on report cards are A, B, C, or F
* A work – exceeds standard/above mastery of skill

B work – meets standard/mastered skill

C work – almost meets standard/almost mastered skill

F work – did not meet standard/did not master skills

* grades should be based on grade-level work (work from ability groups, special education resource classes that are not addressing grade-level skills, EIP pull-out classes, and gifted pull-out classes should not be included in grade)
* a grade may be dropped (entered as exempt) if it does not reflect other grades from that grading period/quarter or if the student showed improvement
* a student should be given a second chance (only one additional chance) to demonstrate mastery of the standard on an assessment of mastery if the grade is a 79 or below; the student will receive the highest of the two grades
* grades should not be given for homework or for work and projects to be worked on at home

**Infinite Campus Parent Portal for Monitoring Grades**

The Infinite Campus Parent Portal allows WCPS parents/guardians to see the grades and attendance record of their WCPS student(s) at any time. Parents/guardians may access the Infinite Campus Parent Portal by going to <http://www.wcpsgrades.org> or Parents on the WCSD website.

To access the Infinite Campus Parent Portal for the first time, a parent/guardian must:

* go to <http://www.wcpsgrades.org>;
* log-in with their GUID which can be obtained from the school; and
* then set up their own log-in and password (parents/guardians will use the same log-in and password for the CAMPUS Parent Portal as long asthey have children in WCPS).

**Walton County School District Website**

Under Parents on the WCSD Website ([www.walton.k12.ga.us](http://www.walton.k12.ga.us)) parents/guardians will find information such as Walton County Newcomer Information, the Georgia Special Needs Scholarship Program (GSNS) In District Transfer Application, map to schools, school lunch menus, school calendar, bus routes, Accelerated Reader, Infinite Campus Parent Portal, MyPaymentsPlus (K-12 online payment system), emergency procedures, student agendas, CLIP plan and feedback, Code of Conduct, Pre-K information, PEEP (Preschool Exceptional Education Program) information, student insurance, and Georgia FACES (news to use about Georgia Family, Agricultural, Consumer & Environmental Sciences). The Parents Menu includes information, registration packet, exceptional education, Title I parent involvement, Pre-K Registration, Kindergarten Registration, district highlights, parent resources, school contact information, online gradebook help, update my information, testing, and 21st Century.

**Special Education Program**

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

**Parental Rights Regarding Special Education**

Parental Rights regarding Special Education can be found in the Elementary School Parent Achievement Guide for Every Student (PAGES) and on the Walton County School District website (under Departments and Exceptional Education).

**Gifted Education Program**

The Georgia State Board of Education defines a gifted student as a “…a student who demonstrates a high degree of intellectual, creative, and/or artistic ability(ies), possesses exceptional leadership skills, or excels in specific academic fields and who need special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.”

The Program for the Gifted is part of the Curriculum and Instruction Department and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the Georgia State Department of Education.

**Specials** Specials are Art, Music, PE, and Computer Lab. Students in kindergarten – fifth grade take part in Art (once per week), Music (once per week), PE (twice per week), or Computer Lab (once per week) on a daily basis for 45 minutes.

Sneakers are required for PE.

**Recess**

According to WCSD BOE policy, a minimum of 15 minutes of recess is required in order to provide opportunities for physical activity. These 15 minutes cannot be used for activities other than free play or structured games and cannot be withheld by teachers for disciplinary or academic reasons. Teachers may withhold additional recess time, beyond the 15 minutes of required recess, to enforce consequences, such as, walking laps, sitting out, and/or completing work.

School-wide recess rules are required to ensure that this time is a safe experience for students and were developed by the school staff. These rules are listed under School/School System Rules.

Backless shoes such as slides, clogs, and flip-flops and shoes with heels over an inch are not recommended for recess. Students may bring a change of shoes for recess.

Weather Guidelines:

Temperature

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

Air Quality

* If the air quality is in the orange range, students should only go outside for 10 minutes.
* If the air quality is in the red range, students who have asthma should not go outside and all other students should only go outside for 10 minutes.
* If the air quality is in the purple range, students should not go outside.

Pollen Count

* If the pollen count is over 1,000, students with inhalers should use their inhaler before going outside to recess.

Inclement Weather

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

**Field Day Activities**

* Parents/guardians may come to the school to watch their child participate in the Field Day activities. Non-school age siblings may come with their parent/guardian to watch Field Day activities. Non-school age siblings who come to watch the Field Day activities with their parent/guardian should remain in a stroller or with their parent/guardian at all times. Only the students who are scheduled to participate in activities on that day and at that time are to participate in the field day activities; other children and adults are not to participate in the field day activities.
* School-age children may not come to watch the Field Day activities (this includes home-schooled students and students attending other schools). Students attending other grades at the school may not be checked-out to watch the Field Day activities.
* Parents/guardians and non-school age siblings are not to go to classrooms or down the halls before Field Day (except for the normal walk to class before the start of the school day), during Field Day, during lunch, or after Field Day. Parents/guardians and non-school age siblings may wait in the Lobby.
* Parents/guardians and non-school age siblings may have lunch with the student in the cafeteria if the grade-level is eating lunch in the cafeteria on Field Day.
* No tobacco/tobacco related products (including e-cigarettes) or alcoholic beverages are allowed on school property.
* Students will not be dismissed to parents/guardians from the playground during Field Day.
* Students are not to wear bathing suits to Field Days.
* The established dates for Field Days are subject to change due to the weather.

**Movies**

Non-instructional movies may be shown on the day of parties before the Winter Break, the last week of the school year, and on the days of standardized testing in which it takes the place of Specials.

### Guidelines for School Attire/Dress Code

The Walton County School District Board policy JCDB states “Students are to dress in a manner that is reasonable and not distracting to other students and teachers. Any dress of an extreme nature will not be tolerated. Each school principal will make final decisions regarding student dress.”

Elementary School Dress Guidelines

1. Sneakers are required for PE.
2. Clothing should fit appropriately with regard to fit, size, and length.
	1. Clothing should not be oversized or undersized.
	2. Shorts and skirts should be longer than the length of the end of the middle finger if the arms are extended by the side.
	3. The bottom should not be exposed (when arms are raised, when sitting, or when bending over).
	4. Pants should not drag the ground.
	5. The shirts/top should not cover entirely the pants/shorts/skirt.
	6. There should be no gap between the shirt/top and the pants/shorts/skirt. The midriff should not be exposed when standing or when sitting.
	7. Outer clothing should cover undergarments.
	8. Tops should cover the upper body with the exception of arms. The chest area should not be exposed (tops with spaghetti straps, tank tops, etc. should not be worn if the chest is exposed).
3. Clothing should be free of messages or pictures that relate to drugs, alcohol, and/or violence; messages or pictures that are perceived as offensive or concerning by others; or messages or pictures that are perceived as gang related.
4. Hats should not be worn inside the school building with the exception of Hat Days. Hoodies should not be worn inside the school building. Hats may be worn outside during recess. Hoodies may be worn outside during recess when it is cold.
5. Jewelry or ornamental articles worn should not pose a safety hazard.

5. Body piercing other than ear lobes should not be displayed.

6. Eyebrow and/or hair shaving or tattoos that are perceived as gang related should not be evident.

**Bookbags**

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

**Lost and Found/Confiscated Items**

* Student’s names should be placed in lunch boxes, bookbags, coats, jackets, sweaters, etc. Any item found that does not have a student’s name printed in it is placed in Lost and Found. Periodically these items are donated to charity. Items that have not been claimed by the last day of school will be donated to charity.

### Non-instructional items such as toys, cards, electronic devices (with the exception of cell phones) should not be brought to school. Prohibited items will be taken-up and given to a parent/guardian upon request.

**Cell Phones**

A student may bring a cell phone to school if it remains in the student’s book bag at all times and is turned off at all times. Students may not use the cell phone or give it to another student to use while at school. Students may not have a cell phone in the classroom during standardized testing. Students may not use a cell phone or turn it on while on the school bus.

### Smoke-Free/Drug-Free

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

### Emergency Drills/Emergency Plan

School-wide drills for fire, severe weather, and lockdowns will be held periodically. Fire drills are held at least once per month that school is in session. A fire drill map and severe weather procedures are posted throughout the school. A detailed school Crisis Management Plan has been developed and approved by GEMA.

### Fundraisers Activities

### School fundraiser activities include the School Store in the office and/or lobby, the sale of school pictures and the school yearbook, student participation in activities such as Hat Day, drink sales, the sale of drinks in the Gym, catalog sales such as cookie dough, and other activities. The funds raised through these fundraisers go toward the instructional program (end of the school year activities, supplies, resources, furniture, technology, and equipment to support instruction; class, grade-level, and school activities; items for student recognition and incentive; items for the school clinic; items to meet the needs of individual students; maintenance and improvement of the school building, grounds, and playground; and professional learning for staff members) and to charities such as Relay for Life and the Walton County United Way.

### Participation in all school fundraisers is voluntary.

### Payment for school fundraiser activities such as pictures, the school yearbook, and catalog sales is done on a prepaid basis.

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

### School Pictures/School Yearbook

As a school fund raiser and as a service to parents/guardians, school pictures are taken in the fall, winter, and spring. Class pictures are taken in the spring. All students’ pictures appear in the school yearbook. If a parent/guardian does not want a student’s picture to appear in the school yearbook, the parent/guardian should state this in writing each school year to a school administrator, no later than September 1st.

### Display of School Work and Photographs

Unless notified in writing by the student’s parent/guardian in which it is stated that they do not wish for their child’s work to be displayed and/or their child’s picture to be used for public use, the student’s work may be displayed and/or the student’s picture may be used in the school yearbook, in the newspaper, in brochures and other information documents about the school and/or the school system, on the school and/or school system website, and/or in videos taken of PTO performances and/or other school activities.

**Field Trips/Chaperones**

* If a field trip is taken, the cost of a field trip (admission cost, mileage of bus(es), cost of bus driver(s), and other expenses) taken by kindergarten through fifth grade students is financed by student donations and/or fundraiser activities. If sufficient funds are not collected to pay for the cost of a field trip, the field trip may be cancelled. Title I funds cannot be used for field trips.
* Parent/guardian permission must be obtained for a student to go on a field trip.
* Parents/guardians may be needed to serve as a chaperone on a field trip. In certain cases, parents/guardians may be asked to accompany their child’s class on a field trip. Chaperones are responsible for the supervision of students while on the field trip. Due to this responsibility, chaperones may not bring other children on the field trip
* Chaperones must take part in volunteer training and have a background check during the school year in which they will be volunteering.
* Chaperones:
* may not bring other children, including siblings and infants, or adults with them on the field trip;
* must remain with the students and with the group at all times while on the field trip;
* may not use tobacco/tobacco related products (including e-cigarettes) or have/consume alcoholic beverages while on field trips;
* may not take a weapon of any kind on field trips; and
* must pay for their own admission costs if there is an admission charge unless they have been asked to accompany their child on the field trip.

**Lunch/Breakfast**

* Information on lunch and breakfast menus and meal prices can be found on the WCSD website ([www.walton.k12.ga.us](http://www.walton.k12.ga.us), Departments & Programs, Nutrition)
* Breakfast will be served between 8:00 a.m. and 8:30 a.m. Breakfast is extended past 8:30 a.m. for all students who arrive at school on a late school bus.
* Meals prices and information concerning pre-payment, charges, NSF checks, and family applications for free and reduced price meals can be found in the Elementary School Parent Achievement Guide for Every Student (PAGES).
* Payment for lunch and/or breakfast may be made by cash, check, or by automated meal payment.
* If paying with cash, the cash should be put in an envelope on which the student’s name, ID number, and teacher’s name is printed.
* If paying by check, the check should be made payable to Walnut Grove Elementary and the home telephone number, the student’s name, and the student’s ID number should be printed on the check.
* Parents/guardians are encouraged to prepay for meals on either a weekly or monthly basis.
* Money left in a student’s account at the end of the school year will be rolled over to the next school year or will be refunded if the parent/guardian sends a written statement requesting a refund to: Walton County Board of Education, Director of School Nutrition, 200 Double Springs Church Road, Monroe, Georgia 30656. A refund takes approximately 30 days.
* If a student moves during the school year and has money left in his/her account, the student’s parent/guardian should provide a written statement requesting a refund of the money in the account. The refund will be mailed to the parent/guardian and will take approximately 30 days.
* Elementary students may charge up to the equivalent of five meals (lunch and/or breakfast). If a milk is charged, the cost of the milk will be added to the child’s account and will increase the negative balance.

**Free/Reduced Meal Benefits**

* Families who may qualify for free or reduced meal benefits should complete a family free/reduced meal application each school year.
* One application per family should be completed with all students enrolled in the school system listed as well as all other family members.
* A new application must be completed each school year.
* Parents/guardians may apply for free or reduced lunch and breakfast benefits at any time during the school year.

**Checks**

* It is recommended that all items including school lunch be paid for by check rather than by cash.
* All checks must include a name, address, and telephone number. Checks without a telephone number may not be accepted.
* Checks over $150.00 may not be accepted.
* The full name of the student(s) for whom a check is being written should be included on the check, especially when the check is a lunch and/or breakfast payment. If the check is a lunch and/or breakfast payment, it is helpful to write the student’s ID number on the check to ensure that it is credited to the correct account.
* The Walton County School District utilizes Envision Payment Solution as the returned check recovery provider. A copy of a letter (in English and in Spanish) from Envision Payment Solutions is in the back of this handbook.

**Sale of Food to Students**

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

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

**Tokens/Ice Cream**

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

**School Cafeteria Guidelines**

* When bringing lunch from home, a nutritious lunch is recommended. It is recommended that canned or bottled soft drinks are not included in lunches brought from home.
* Energy drinks should not be brought to school.
* It is requested that fast food lunches in the restaurant bag or container not be sent or brought to school for a student or an adult to eat in the cafeteria.
* Food that requires heating should not be sent from home for a student’s lunch.
* Food that a student cannot open by themselves should not be sent from home.
* Students should not bring knives with their lunch from home.
* Cupcakes, individual cookies, or individual snack cakes for every student in the class to be eaten at the end of the students’ lunch period may be sent for special occasions such as birthdays. Cakes or large cookies that need to be cut, candles, ice cream, drinks,

decorations, balloons, and/or favors should not be sent. No singing, games, or other party-like activities should take place.

* Kindergarten – fifth grade students may purchase ice cream for $.50 at the end of the student’s lunch period.
* Parents/guardians are welcome to eat lunch with their child. They are to meet their child in the lobby as his/her class goes into the cafeteria for lunch. Parents/guardians should pay

 for lunch as they go through the cafeteria line with their child. Parents/guardians should

 say goodbye in the cafeteria or lobby and not walk with the student down the hall or to

 his/her classroom or go outside with the class to recess.

* A statement from a physician documenting that a student is allergic to milk or another food item (peanuts, red dye, etc.) must be on file for a substitution to be made on the student’s

 school lunch/breakfast tray. A student must have milk placed on his/her tray unless a

 statement from a physician documenting that the student is allergic to milk is on file.

* The tea in the cafeteria is for adults only. The cost to adults is $1.00 per glass of tea.
* The cost of lunch and breakfast for students and for adults is posted in the cafeteria and on the school website.

**Snacks**

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

**Class Parties/Birthday Recognition**

* Each kindergarten – fifth grade class may have up to two class parties during the school year.
* Cupcakes, individual cookies, or individual snack cakes for every student in the class may be brought to the school in recognition of a student’s birthday or half-birthday for students whose birthdays are in June or July). Cupcakes, cookies, or snack cakes sent for a student’s birthday or half-birthday will be eaten at the end of the student’ lunch period in the cafeteria.
* Cakes or large cookies that need to be cut, candles, ice cream, drinks, decorations, balloons, flowers, stuffed animals, gifts, and/or favors should not be sent for a student’s birthday or half-birthday.
* Singing, games, or other party-like activities should not take place in recognition of a student’s birthday or half-birthday.
* Birthday party invitations and other party invitations will only be given out if there is an invitation for each student or the parent/guardian of each student in the class and after all have been checked by the teacher.

**Deliveries to Students**

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

**Lost or Damaged Books**

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

**Internet Use**

The Internet Acceptable Use Policy can be found in the Parent Achievement Guide for Every Student (PAGES) agenda.

**Student Code of Conduct and Student Discipline**

The Walton County School District (WCSD) Student Code of Conduct was developed by the Walton County Board of Education for the purpose of providing a safe, orderly, and productive learning environment for all students. The WCSD Code of Conduct can be found in the PAGES agenda and on the Walton County School District website.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process as outlined in the Student Code of Conduct. According to Board Policy, the principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school.  In cases of disruptive, disorderly or dangerous conduct not covered in the Student Code of Conduct, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. Physical restraint is authorized for emergency situations when the student is in immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

**Bullying**

Bullying is addressed in the WCSD Code of Conduct. Bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by a present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate body harm; or (3) any intentional written, verbal, or physical act(s) which a reasonable person would perceive as being intended to threaten, harass, or intimidate. In order to be considered bullying, the actions must be severe, repeated, and persistent.

**School/School System Rules**

* If a student is a chronic disciplinary problem, the parent/guardian may be requested to observe the student in the classroom and to attend a conference to devise a disciplinary and behavior correction plan.
* Parents/guardians may be liable for the willful or malicious acts of their child which result in medical expenses to another, damage to the property of another, including school district property, or both.
* According to Walton County School District Board policy, the principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline, enforce school rules, stop violent behavior, and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in a reasonable manner to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.
* Bringing any size knife to school, by accident or intentionally, by a kindergarten through fifth grade student must result in suspension, notice to law enforcement, notice to the District Attorney, and notice to the school system Superintendent. This may also be required for a Pre-K student.
* A threat to another individual or to the school in which the child threatens to use a fire arm or an explosive device may be reported to law enforcement.
* Students are subject to all portions of the Walton County School District Code of Conduct.

The school rules were developed in conjunction with the system Walton County School Student Code of Conduct.

Classroom Rules

* listen to and follow directions
* keep hands, feet, and objects to self/no pushing, shoving, kicking, hitting, etc.
* no teasing, name calling, threatening, intimidating, or bullying;
* no fighting; no running inside the classroom
* treat all adults and students with respect/be respectful/be polite
* be kind to others/no making fun of others, putting others down, or calling others names/do not be rude, mean, or unkind
* work quietly
* raise your hand before answering or speaking
* pay attention to whoever is speaking
* stay in seat/place
* ask permission to leave seat, leave classroom, or go to the restroom
* turn in work on time; respect school property and personal property of others
* come to class prepared
* keep desk neat
* stay on task
* use a quiet voice/no yelling, screaming, or whistling
* no using bad or inappropriate language or gestures
* cell phones must be turned off and in the book bag
* no items not related to education, such as toys, cards, game players, etc., brought to school
* no items such as matches, lighters, cigarettes, etc. brought to school
* no knives or other items that could be used as a weapon brought to school (the bringing of any size knife to school, by accident or intentionally, by a kindergarten through fifth grade student must result in suspension, notice to law enforcement, notice to the District Attorney, and notice to the school system Superintendent).

Hallway Rules

* walk, do not run
* walk on the right side of the hallway
* walk on the second tile from the wall
* walk single-file
* walk in a straight line
* walk quietly
* no talking when asked to not talk
* face forward
* remain in place in line
* stay together/keep pace with the person in front of you
* no pushing
* keep hands and objects to yourself
* keep hands off the walls
* keep hand off of work on walls and hanging from the ceiling
* avoid making black marks on the floor; follow adult’s directions
* no “cutting” in line

Restroom Rules

* one person per stall
* respect the privacy of other students and self
* be respectful of other students in the restroom
* use a quiet voice
* no playing, sliding, or climbing
* no pushing, hitting, etc.;
* do not waste time in the restroom
* do not waste soap, paper towels, or toilet paper
* do not put soap or water on the floor
* put all paper towels in the trash can
* do not put anything but toilet paper in the toilet
* do not write on the walls or in the stalls
* do not play in the water in the sink or splash water
* do not flush the toilet an excessive number of times
* do not wet hair; use the dryer only to dry hands/do no use the dryer to dry hair
* do not climb on the toilets, urinals, or sinks
* boys should raise the lid of the toilet when needed
* flush the toilet after use
* clean-up after yourself
* wash hands before leaving

Recess Rules

* walk quietly to and from playground area
* no running in areas other than the playground
* do not cut through class lines
* no chasing or playing tag
* no play fighting or horseplay
* no forming groups or clubs that exclude other students
* no hitting, kicking, grabbing, or pushing/keep hands and feet to self
* no biting or spiting
* no throwing or kicking rocks, sticks, sand, dirt, or any other objects
* no touching any animal, bird, reptile, or insect on the playground
* no teasing, name calling, threatening, intimidating, or bullying
* no excluding others from play;
* no using bad or inappropriate language or inappropriate gestures
* use equipment appropriately
* no pushing off of equipment
* no standing too close to people on equipment
* no jumping off any equipment
* only one child on the slide at a time
* do not walk/climb up the slide
* no walking under monkey bars or similar equipment
* share all playground equipment
* take turns
* no damaging any playground equipment
* stay with the group
* stay in the playground area
* no going into the wooded area
* stay within the sight of a teacher
* line up when the whistle is blown or when an adult calls
* follow the directions of all adults on duty

Cafeteria Rules

* enter and leave the cafeteria quietly
* no running
* keep hands to self in line/no pushing, shoving, kicking, hitting, etc.
* follow the directions of adults in the cafeteria
* treat adults in the cafeteria with respect
* use a quiet voice
* no yelling, screaming, whistling, etc.
* no talking when the lights are turned off
* talk only to those next to you or across from you
* stay in seat unless given permission to get up
* raise hand for permission to get up or when need an adult
* sit with bottom on the seat, legs under the table, and facing the table
* no turning around or spinning on seats
* no standing on tables or seats
* no throwing, flipping, spitting, etc. food
* no playing with food, food containers, or utensils
* use utensils appropriately
* no damaging cafeteria property (tables, chairs, trays, utensils, etc.)
* no trading, sharing, taking, or giving away food
* use good table manners
* no doing things considered “gross”
* no using bad or inappropriate language or gestures
* clean up after self/pick up all trash from the table and floor

School Bus/Bus Stop Safety Guidelines

* follow the directions of the bus driver at all times
* do not crawl under the bus or reach under the bus to get an item that has been dropped when getting on the bus or getting off the bus unless the bus driver knows that the item has been dropped and the bus driver has given a signal that it is okay to get the item
* safely wait for, board, and exit the bus only at your assigned bus stop
* look for traffic and wait for the bus driver’s signal to cross the road in front of the bus
* do not walk back in front of the bus after having crossed in front of the bus unless the bus driver has indicated that it is safe to do so
* approach and enter the bus in single file
* remain properly seated at all time; do not walk around the bus, get up to talk to the bus driver or other students around the bus, or change seats
* keep hands, arms, and legs away from the windows and confined to your seat area
* arms, hands, heads, and other body parts or objects cannot be placed outside the window of the bus
* talk quietly; do not use a loud voice, scream, whistle, etc.; loud voices and profanity are not allowed
* unnecessary loud noises should be avoided
* do not eat, drink, chew gum, or bring tobacco products on the bus
* no striking of matches or smoking
* do not bring animals, glass objects, or items too large to hold on the bus
* firearms, fireworks, knives, potentially explosive devices, or any sharp or dangerous instrument or weapon may not be in a student’s possession on the bus or at the bus stop
* help keep the bus clean and in good, safe condition
* do not damage the seats or other parts of the bus
* do not write, scratch, or carve on the bus walls and seats with pencils, pens, or other objects
* do not operate cell phones while on the bus
* do not turn on or use electronic devices including cell phones, beepers, pagers, radios, or tape players while on the bus
* do not use mirrors, lasers, flash cameras, or other reflecting device in any manner that interferes with the operation of the school bus or other vehicles
* sit in your assigned seat (all students will have an assigned seat on the bus; boys and girls will be kept separated on the bus where seating is permitted with girls on the right side of the bus and boys on the left side of the bus)
* do not save seats for other students or refuse to let other sit
* books or clothing cannot be placed in seats, taking up seating room needed by other students
* all elementary students are encouraged to wear their bus identification tags
* learn your bus route number (route numbers are on a tag on the front bumper, window on passenger side, and back of the bus)
* misbehavior on the bus will result in disciplinary action with possible suspension from riding the bus and/or school consequences
* no disrespectful conduct towards the bus driver or any other person of authority on the bus, including profanity, obscenity, ethnic or racial slurs, or sexual or racial harassment should take place
* remain in seat until the bus has stopped
* do not throw objects (spitballs, paper clips, books, clothing, etc.)
* do not hit, kick, slap, spit, or engage in any act of physical violence
* do not engage in any type of threatening behavior
* do not engage in behavior that could be considered to be bullying
* do not use profanity, obscenities, or ethnic or racial slurs; do not take part in behavior that could be considered to be sexual or racial harassment
* the back door of the bus should never be used except in extreme emergencies
* students may not get off the bus or catch the bus at the store or in town
* if going home with another student on the bus, a signed note must be presented to the bus driver before leaving the school grounds
* parent/guardian and school permission must be obtained for a student to ride a different bus home in the afternoon than was ridden in the morning
* Pre-K and Kindergarten students will be returned to the school if no one is there to meet the student at his/her bus stop. Students who indicate that they do not have a key to their home or who are concerned about going home because no one is at home will be brought back to the school.

School Bus Procedures

* be at the bus stop five minutes before pick-up time
* wait quietly on the side of the roadway where you live
* stand back from the moving traffic
* demonstrate appropriate behavior at the stop
* cross only in front of the bus
* never get close enough to touch any part of the bus when crossing
* wait for a hand signal from the bus driver before crossing a roadway
* look in both direction for traffic (left, right, left again) before crossing a roadway
* look at the bus driver (if you can see the bus driver, the bus driver can see you)
* signal the bus driver with a waiving motion if you drop something when getting on the bus or getting off the bus and wait for the bus driver to give you a signal before picking-up what you dropped
* use the handrail as you go up or down the steps
* approach and enter the bus in single file
* walk up or down the steps
* do not jump off the steps
* sit the safe way (back against the back of the seat, bottom against the bottom of the seat)
* stay seated until time to get off the bus; the open bus door is the signal to get up from a seat
* talk with a quiet voice; do not distract the bus driver at any time because it could cause an accident
* be totally silent at railroad crossings

To ride a different bus or to get off the bus at a different stop, a student must give the bus driver a permission note from the school office before leaving the school grounds. The note must be signed by a parent/guardian and signed by a school official or stamped with the school stamp. The note should include the name of the student and the address to which they will be going.

Riding the school bus is a privilege, not a right. Improper conduct on the school bus may result in students being suspended or expelled from the school bus or other disciplinary action being taken as specified in the student behavior code, including suspension or expulsion from school. Either bus drivers or school administrators may assign students to particular seats for violation of rules and procedures. Consequences for minor offenses may include verbal warning, reassign bus seat, private conference with student, parent notification form sent home, and/or parent/guardian call. The consequences for an administrative referral may include a warning, suspension from riding the bus for a period of time, or expulsion from riding the bus.

The Walton County School District Code of Conduct applies and is enforceable at the bus stop. Violations of the Code of Conduct at the bus stop may result in a disciplinary consequence or consequences (bus and/or school).

Students may be videotaped while on the school bus.

**Teacher Qualifications**

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

Parents/guardians of a student in the Walton County School District have the right to request information about the professional qualifications of their student’s teacher(s). The following information may be requested:

* certification;
* college major/graduate degree held by the teacher; and
* if paraprofessional services are provided, qualifications of the paraprofessional.

Parents/guardians who wish to request information concerning the qualifications of their child’s teacher(s) should send a request in writing to Wilma Widmer, Chief Human Resources in writing at 200 Double Springs Church Road, Monroe, Georgia 30656 or at wwidmer@walton.k12.ga.us.

**School Counselor**

The school counselor is available to talk with students and/or parents. The school counselor meets with students on matters such as home issues, friendship issues, study habits, negative feelings about school, negative feelings about themselves, anger management, and other matters. The school counselor is a member of the school staff, and, therefore, parent/guardian permission does not need to be given for the school counselor to talk with a student.

**School Safety**

All WCSD schools have a GEMA approved school safety plan. All staff members are aware of the procedures in the plan. In addition, emergency procedure guidelines for fire alarms, bomb threats, severe weather/tornado warnings, and lockdowns are posted in each classroom. Safety drills for fire, severe weather, and lockdown situations take place.

For safety reasons:

* all exterior doors, with the exception of the center lobby door must remain closed and locked at all times;
* the gym doors must remain locked at all times;
* parents/guardians/family members must enter the building through the front lobby doors and not through side doors, back doors, or classroom back doors;
* parents/guardians/family members wishing to walk a child to his/her classroom between 8:00 a.m. and 8:30 a.m. and/or to eat breakfast/lunch with their child must sign-in and get a visitor’s sticker;
* parents/guardians/family members may not go to the classrooms after 8:30 a.m. unless they have a scheduled meeting or classroom observation;
* parents/guardians/family members may not walk a student back to his/her classroom after eating lunch with the student;
* parents/guardians/family members may not be on the playground during school hours and while their child is at recess.
* no weapons may be brought on the school campus, with the exception of police officers;
* all volunteers must first have a WCSD background check before volunteering in the classroom and must take part in yearly training; and
* all volunteers must sign-in and get a visitor’s sticker whenever volunteering in a classroom, the Media Center, etc.

**Title I**

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

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

**Title I Funding**

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

**Title I Parent Resource Center**

As a Title I School, Walnut Grove Elementary maintains a Parent Resource Center. This Parent Resource Center contains information for parents/guardians, resources that can be checked-out to assist students in mastering skills and two computers that can be utilized by parents/guardians. The hours of operation are 8:00 a.m. – 4:00 p.m.

**Title I Advisory Committee**

The Walnut Grove Elementary Schools Title I Parent Advisory Committee meets at the school quarterly. These meetings are open to all parents/guardians of students at Walnut Grove Elementary School and to all community members.

**Title I Schoolwide Program/School Improvement Plan**

The WGES Comprehensive Title I Schoolwide Program/School Improvement Plan and documentation of parent involvement are available for parents/guardians to review in the school office.

**Title I Surveys**

Parents/guardians who have children in Title I schools are surveyed on a yearly basis. Summaries of these surveys can be found on the Walnut Grove Elementary School website.

**Walton County School District Title I Parent/Caregiver Plan/Policy**

The Walton County School District Title I Parent/Caregiver Plan/Policy is available for review on the Walton County School District website (www.walton.k12.ga.us).

**WGES Title I Parent/Guardian Involvement Plan Policy and School-Parent Compact**

A parent involvement policy explains how the school supports the important role of parents in the education of their children.

A school/parent compact is a written agreement of shared responsibility that:

* outlines and defines how families and school will work together to share the responsibility for improving student achievement;
* translates the policies and goals of parents and school into “action” statement; and
* serves as a catalyst for collaboration and a guide for on-going communication and interaction between school staff and parents.

The school/parent compact describes:

* how the school will provide high-quality curriculum and instruction, present a supportive and effective learning environment, and empower students to work to their full potential;
* the ways parents/guardians will be responsible for supporting their child’s learning, participating in making decision related to their child’s education, and using time at home to extend and support learning; and
* ways students will be responsible learners with the support of their parent(s)/guardian(s) and teacher(s).

Copies of the WGES Title I Parent/Guardian Involvement Plan/Policy and School-Parent Compact can be found in the WGES Parent Resource Center and on the school website.

**School Council**

School Councils exist in every school in the state of Georgia for the purpose of providing advice and recommendations to the school principal and, when appropriate, the superintendent and the local board of education on any matter related to student achievement and school improvement.

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

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

The vision of the Walnut Grove Elementary School Council is:

The cooperative efforts of parents, teachers, school administrators, and the business community can provide direction and guidance to the principal and local board of education on matters relating to student achievement.

The mission of the Walnut Grove Elementary School Council is:

to bring together parents, teachers, school administrators, and the business community in order to offer guidance which enables the school to provide the best possible opportunity for a quality education to all of its students.

Information concerning the Walnut Grove Elementary School Council and meetings of the Walnut Grove Elementary School Council are posted in the school lobby. The agendas and minutes from past meetings of the Walnut Grove Elementary School Council are available in the school office.

**PTO**

Walnut Grove Elementary School PTO officers are elected by parents/guardians of students who attend the school on a yearly basis. Parents/guardians are encouraged to support the school by participating in PTO activities and fund-raisers. Information concerning PTO activities and fund-raisers is provided to parents/guardians by the PTO.

Walnut Grove Elementary School Parent Teacher Organization (PTO) Bylaws

Article 1 – Objectives of the Organization

Section 1. To advance the well being of youth on all spheres of their growth and development.

Section 2. To encourage a relationship between home and school so that parents and teachers may work together closely and intelligently.

Section 3. To develop united efforts between educators and the general public in order to secure for every child the highest advantages in education.

## Article 2 – Membership and Dues

Section 1. Any person who is interested in the objectives of this organization and who is willing to uphold its basic policies and to subscribe to these Bylaws may become a member. Having a child who attends the school is not a requirement for membership.

Article 3 – Officers and Executive Board

Section 1. The officers of the Organization shall be President, Vice President, Secretary, Treasurer, and Committee Coordinator. The chairperson of any established committee will serve on the Executive Board with full voting rights. Such committees shall be appointed by a majority vote of

the Officers of the PTO. All Walnut Grove Elementary PTO Executive Board Members will have full voting privileges on all matters that pertain to the Walnut Grove Elementary PTO.

Section 2.The office of President shall be filled by a person who has served as a Walnut Grove Elementary PTO Officer or Executive Board Member for a minimum of one year or by a person who has demonstrated leadership skills in some capacity if no Officer or Executive Board Member is able or is willing to assume the role of President.

Section 3. The office of Treasurer shall not be filled by a person who is employed by the School or by the School System.

Section 4.Having a child who attends the school is a requirement for an individual to serve as an officer.

Section 5.Any office may be co-chaired.

Section 6.TheOfficers and Executive Board Members shall serve for a term of twelve months.

Section 7.The Officers and Executive Board Members may serve for more than one term.

Section 8.TheOfficers and Executive Board Members shall assume their official duties at the close of the last day of school for students of the school year in which they are elected.

Section 9. The Executive Board Members shall be the only voting members of the Organization. A quorum (one more than half) of the Executive Board must be present for a vote. The majority of the quorum will rule.

Section 10.The duties of the Officers and Executive Board Members shall be to transact necessary business, to schedule general membership meetings, to approve plans of work, to conduct fund raising activities, to present reports, and to conduct any necessary action. Section 11. The duties of the individual officers shall be as follows:

1. President – The President shall preside at meetings of the Organization and meetings of the Officers, shall be a member ex officio of all committees, shall appoint special committees, may sign all checks, and shall perform all other duties usually pertaining to the office.
2. Vice President – The Vice President shall act as aide to the President and preside at meetings in the absence of the President.
3. Secretary – The Secretary shall keep a correct record of all meetings. He/she shall present the minutes for approval at the next meeting. He/she shall prepare a statement of unfinished business to come before each meeting.
4. Treasurer – The Treasurer may sign all checks as may the President. The Treasurer shall receive all monies of the Organization, shall keep an accurate record of receipts and expenditures, and shall pay

out local funds only in such manner as authorized by the Organization. The Treasurer shall present a statement of account at every meeting of the organization and at other times when requested by the President.

1. Committee Coordinator – The Committee Coordinator shall organize all subcommittees of the PTOsuch as, but not limited to, fundraising, membership enrollment, and other issues as identified by the Officers.

Article 4 – Election of Officers

Section 1.Officers for the following school year will be elected by majority vote of the parents/guardians of students in grades Pre-K through fourth grade in the current school year.

Section 2. The procedures for the election of Officers will be as follows.

1. Volunteers and/or nominations for Officers shall be accepted from the parents/guardians of the student body by the current Officers at least four weeks prior to the end of the school year.
2. Consent to serve as an Officer must be secured by the current Officers from any nominee prior to his/her name being included on the ballot.
3. A ballot which includes the names of all volunteers and/or nominees who consented for their names to appear on the ballot will sent home with all students in Pre-K through fourth grade by the current Officers.
4. Officers will be elected by majority vote of the parents/guardians of students in grades Pre-K through fourth grade.
5. A slate of Officers will be announced by the current Officers at least two weeks prior to the end of the school year.
6. The current Officers will schedule at least one meeting with the new Officers during the last two weeks of the school year to aid in transition.

Section 3. In the case of a vacancy in the office of President during the school year, the Vice President shall serve as President for the remainder of the school year. If the Vice President is unable

or unwilling to serve as President for the remainder of the school year, a President will be appointed by the School Council to serve for the remainder of the school year.

Article 5 – Meetings

Section 1. There shall be a minimum of four general membership meetings during the school year.

Section 2. The Officers shall designate the dates and times of the general membership meetings.

Section 3.The parent/guardians of the student body will be notified of the dates and times of the general membership meetings.

Section 4. A general membership meeting may be called upon the recommendation of a quorum of the Officers with a minimum of one week’s notice provided to parents/guardians.

Section 5. General membership meetings may include the following business.

1. Pledge
2. Reading of Minutes
3. Statement of Treasurer
4. Reading of Communication
5. Reports
6. Business
7. Programs
8. Announcements

Section 6.Individuals who are not members of the Organization may attend general membership meetings.

Section 7.Meetings of the Officers may be called by the President or by a quorum of the Officers.

Section 8.Individuals such as the Principal, Assistant Principal, and others may be invited to attend and may attend meetings of the Executive Board.

Article 6 – Committees

Section 1. Committees which may be appointed by a majority vote of the PTO Officers include Membership, Programs, Finance and Budget, Refreshments, Fund Raising, Publicity, Room Parents, and Volunteers. This

list is not all inclusive, and any other committee may be appointed for the term of the current administration if required to promote the objectives and interest of the Organization.

Section 2. No committee work shall be undertaken without the approval of a majority vote of the PTO Officers.

Section 3. The Chairman of a committee shall be appointed by a majority vote of the PTO Officers.

Article 7 – Reading of Bylaws

Section 1. Articles of these Bylaws may be read to the Organization when appropriate for information to the members.

Section 2. These Bylaws shall be made available to individuals upon request.

Article 8 – Articles of Organization

The By-Laws of this Organization shall be deemed to be part of its Articles of Organization.

Article 9 – Changes to Bylaws

Section 1.Changes to the Bylaws may be made by majority vote of the Walnut Grove Elementary School Council members.

Section 2.Amendments to the Bylaws can be presented to the School Council for consideration.

Article 10 – Parliamentary Authority

Roberts Rules of Order shall govern this organization in all cases in which they are applicable.

Article 11 – Budgetary Matters

Section 1. The Officers have the authority to appoint an auditor or an auditing committee at least four (4) weeks before the end of the school year to audit the Treasurer’s accounts.

Section 2. The Officers have the authority to approve routing bills deemed beneficiary to the School and to the Organization.

Section 3. Basic guidelines for auditing purposes shall be followed.

Article 12 – Tax-Exempt Status Policies

The policies in this section have been established to maintain a tax-exempt status as defined in Section 501 (c)(3) of the Internal Revenue Code.

1. The Organization shall be established and operated for charitable and educational purposes.
2. No part of the net earning of the Organization shall be to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose article hereof. No substantial part

of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Not withstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future

federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

These Bylaws were approved by the Walnut Grove Elementary School Council. All changes to the Bylaws must be approved by the Walnut Grove Elementary School Council.

**Attachments**Elementary and Secondary Education Act Memo

Elementary and Secondary Education Act of 1965 (ESEA) Flexibility Waiver Parent Notification

K-12 Student Accident Insurance Information (in English and in Spanish)

PeachCare for Kids Information (in English and in Spanish)

Envision Payment Solutions Information (in English and in Spanish)