



Walton Academy for the Performing Arts

Walton Eagles, Soaring for Success!



Family & Student Handbook

2022 – 2023 School Year

Walton Academy for the Performing Arts

4817 N. Florida Avenue, Tampa, FL 33603
(813) 231-9272 Phone (813) 231-9271 Fax
www.waltonacademy.org

TABLE OF CONTENTS

SCHOOL CALENDAR

GENERAL INFORMATION.....

- To the Students and Parents
- Accreditation
- Vision & Mission Statement
- Core Principles
- Philosophy
- WAPA Makes a Difference
- Civility Policy
- Statement of Non-Discrimination

ATTENDANCE.....

- Attendance Procedures
- Tardiness & Consequences
- Release of Students
- Early Dismissal
- Emergency School Hours
- Fire Drills

FOOD SERVICE.....

- Birthdays

PARENT INVOLVEMENT.....

- Visitors
- Volunteerism and Parent/Family Involvement
- Means of Communication
- Parent Conferences
- PTO, Parent Teacher Organization
- Parent Guidelines

SCHOOL CLIMATE, CONDUCT & DISCIPLINE.....

- Dress Code Policy
- Dance Attire
- Dress Code Violations
- Conduct & Discipline
- Zero Tolerance, Unacceptable Behavior
- Bullying/Harassment
- Articles Disruptive to the School
- Confiscated Items
- Cheating
- General Discipline for Criminal Acts
- Consequences of Serious Misbehaviors

RIGHTS & RESPONSIBILITIES.....

- Grievances

ATTENDANCE.....

- Attendance Procedures
- Rules Pertaining to Absences

Tardies
Procedures for Leaving Campus

MEDICAL AND HEALTH INFORMATION.....
Health Requirements
Medication Needs
Accidents and Illnesses
Emergency Information
School Entry Immunization Requirements
Immunization Record

ACADEMIC GRADING.....

Grade Reporting
General Rules for Grading
Homework
Assessments
The Arts
Technology
Grading Scale

RECORDS.....
Change in Student Information
Student Records
Textbooks

FINANCES.....
Check Policy

SCHOOL-WIDE EXPECTATIONS.....
Positive Behavior Intervention Support (PBIS)

LEGISLATIVE UPDATES.....
A Moment of Silence

HANDBOOK ADDENDUM

COVID-19 PROCEDURES.....
COVID-19 Education & Routines
Cleaning & Disinfectant Protocols
Face Masks/Covering
Breakfast & Lunch
Movement Throughout the Building
Campus Visitors

The Family & Student Handbook is a living document and WAPA reserves the right to make changes to ensure that we are providing excellent educational services. Due to the COVID19 world pandemic, our typical policies and procedures are subject to change. Please refer to the General COVID section that provides new procedures and expectations due to the pandemic beginning on page 25.

Walton Academy for the Performing Arts Board of Directors

Bi-Monthly Board Meetings

August 12, 2022
October 10, 2022
December 12, 2022
February 13, 2023
April 10, 2023
June 12, 2023

Samuel Walton

Founder & Director of Community Partnership Development

Board of Directors

Erika Green, Chairwoman
Ross Harrop, Vice-Chairman
Gregory Jackson, Treasurer
Ramond Bruce, Member

Administration & Staff Listing

Director

Tanika S. Walton

Business Manager

Michelle Belcher

Administrator Assistant

Traci Green

Maintenance

James Broom

Food Service

Jeremiah Rhett

Walton Academy for the Performing Arts School Calendar 2022 - 2023



Students' First Day of School	August 10, 2022
Labor Day Holiday/Non-Student Day	September 5, 2022
End of 1st Grading Period	October 12, 2022
Veteran's Day Holiday/Non-Student Day	November 11, 2022
Thanksgiving Break/Non-Student Days	November 21-25, 2022
Students Return to School	November 28, 2022
End of 2nd Grading Period	December 23, 2023
Winter Break/Non-Student Days	Dec. 26, 2022-Jan 8, 2023
Students Return to School	January 9, 2023
Martin Luther King, Jr. Holiday	January 16, 2023
Non-Student Day	February 17, 2023
Non-Student Day	March 6, 2023
End of 3rd Grading Period	March 24, 2023
Non-Student Day	March 20, 2023
Spring Break/Non-Student Days	March 13-17, 2023
Non-Student Day	April 7, 2023
Last Day of School/End of 4th Grading Period	May 26, 2023

Early Release Days

Dismissal at 12noon

August 26, 2022
September 23, 2022
October 14, 2022
November 4, 2022
December 22, 2022
January 13, 2023
February 3, 2023
March 10, 2023
April 14, 2023
May 5, 2023

If Walton Academy needs to make up any hurricane days, we will use 10/14/2022, 2/17/2023, 3/6/2023

GENERAL INFORMATION

Accreditation

Walton Academy for the Performing Arts is fully accredited by SACS Southern Association of Colleges and Schools.

Our Vision

Changing lives through the world education

Our Mission

We achieve academic excellence by developing the mind, body and soul through the arts and technology.

Our Core Principles

The school's core values and foundational beliefs...

Excellence
Integrity
Service
Caring
Family

Our Philosophy

The Walton Academy for the Performing Arts (WAPA) will instruct and instill educational excellence that will enhance the mind, body and soul. Maintaining a strong basis for reading proficiency and other academics, the Academy will provide an enrichment program for the development of the performing arts in dance, music and drama. With these tools, we will encourage creativity, imagination and self-expression. Each student's multiple intelligences will be activated and strengthened through WAPA's academic and performing arts program.

Civility Policy

The faculty and staff of WAPA will treat parents and other members of the public with respect and will expect the same in return. WAPA is committed to maintaining orderly educational and administrative processes in keeping the school and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

The aim is to promote mutual respect and orderly conduct within the school, thereby setting a model for children and others in the community. It is not meant to deprive any person of the right to freedom of expression. Volatile, hostile or aggressive actions and words are discouraged, and individuals who engage in these activities may face legal penalties.

Walton Academy does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity or social and family backgrounds in its programs, harassment and bullying policies, and activities, including employment opportunities.

ATTENDANCE

School attendance is the direct responsibility of parent(s)/guardian(s) and students. All students are expected to be on time for school in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Educational excellence cannot be achieved without consistent attendance. In order for the school to help students to be successful, the following procedures regarding attendance and tardies should be followed.

Please report your child's absence by calling the school at (813) 231-9272 by 9am. A robocall message will be delivered at approximately 11:00am for the student's absence, whether the parent has called or not.

School Hours

School hours are from 8:00am until 2:45pm each day. Students should NOT arrive earlier than 7:30am or remain on campus later than 3:15pm unless they are participating in a supervised school activity or registered for the before and after school enrichment program. These procedures are designed for the safety and well-being of your children.

Students have the responsibility to:

- attend school daily and be on time

Parents have the responsibility to:

- notify school personnel about their child's absence from school on the day of the absence
- notify the school of any change of address, phone numbers and emergency contact numbers
- be aware of school calendar and coordinate doctor's appointments, vacations and personal business to support attendance on school days.

Parents should limit appointments and other non-school related activities to outside school hours. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent to notify school in writing or by telephone, within time lines established by each school's absence procedures, stating the reason for their child's absence. When a parent fails to notify the school of their child's absence according to the school's procedures, the absence may be recorded as unexcused.

REPORTING YOUR CHILD'S ABSENCE

It is the responsibility of the student's parent or guardian to explain a student's absence to the designated office in person or by telephone. Parents are expected to notify the school the day of the absence. Schools may require additional documentation upon a student's return.

Parents must provide school personnel with accurate telephone contact numbers (home and work for parents or legal guardians) and ensure the number(s) are correct if there is a change

during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

The school shall make an effort to contact the parent or guardian on the day of the absence whenever a student's absence has not been explained. Records of telephone calls or parent contacts shall be retained by the school for future references.

EXCUSED ABSENCES: Examples include:

- an illness of the student or a medical or dental appointment; six (6) or more absences within a 9 week grading period, may require a doctor's statement by school officials;
- an accident resulting in injury to the student;
- a death in the immediate family of the student;
- an observance of an established religious holiday. Documentation of the religious affiliation of the student may be required by school officials. If the religious holiday observance cannot be identified as a traditionally well-known day such as Rosh Hashanah, school officials should require a note from the parent and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives;
- pre-planned absence for a personal reason that is acceptable to the principal or designee. A parent must make the request in writing to the principal or designee at least three(3) days prior to the date of the absence. The parent will be notified of the decision. Vacations, other than on non-student days, must be pre-approved.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the principal/designee for an emergency such as:
 - severe weather conditions;
 - a major personal or family problem;
 - fire, flood, or other major damage to the home;
 - an accident on the way to school; or
 - a breakdown of the school bus (failure to pick up the student).

UNEXCUSED ABSENCES:

Unexcused absences include absences that:

- are caused by truancy of the student
- are caused by an out-of-school suspension

Consequences of Habitual Absences

Every unexplained absence	Parent Notification
5 unexcused absences	1 st letter to parent
Continued absences	Parent conference with School Administration
10 unexcused absences	2 nd letter to parent and referral to District Social Worker

Tardiness “Every Minute Counts”

Walton Academy has developed a tardy policy to assist in improving tardiness, thus improving student achievement. Students are expected to arrive at school on time. Tardiness disrupts the learning environment and interferes with the opportunity for students to learn. For safety reasons, elementary students **MUST NOT** be dropped off. Student arriving after 8:05am must be signed in by a parent at the Main Office. The student will then be given an admit slip to get into class. Habitual tardiness will result in further action by Administration.

An excused sign-in includes:

- illness;
- medical or dental appointments (doctor’s statement may be required);
- automobile accident;
- deaths or funerals;
- emergency situations acceptable to the principal or designee;
- required court appearance (subpoena required);
- established religion observance;
- severe weather

Unexcused sign-ins include the following:

- car problems (ex: flat tire, no gas, car won’t start, student getting a parking decal);
- heavy traffic;
- overslept;
- returned for forgotten items or student obtaining an absentee admit;
- non-educational appointments.

Consequences of Habitual Tardies:

1 st & 2 nd Tardy	Warning
3 rd Tardy	Parent Notification
5 th Tardy	Parent Notification, Loss of recess time
8 th Tardy	Parent Notification, Letter from School Administration, In School Suspension (ISS) 1 day
10 th Tardy	Parent Conference with School Administration, Out of School Suspension (OSS) 1 day, Loss of extracurricular activities, field trips, etc.

Students with 15 or more tardies within a 9-week marking period, the family will be referred to an outside agency recommended by the District Social Worker.

Release of Students

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parent/guardian of the student with photo ID
- person listed on emergency contact card, with photo ID

- a law enforcement officer
- an authorized worker from the Department of Children and Families

At the end of the school day, students are released at 3:00pm. Parents must notify the school office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. If students are not picked up by 3:15pm, they will be sent to the Afterschool Enrichment Program and assessed a fee \$25 for the day. Parent or guardian will be responsible for payment.

Emergency School Hours

The Administration will close school due to dangerous weather conditions or emergencies. The closing of school will be announced by the School District of Hillsborough County via local radio or television.

Early Dismissal

Walton Academy has one early dismissal day scheduled each month. School dismisses at 12noon on the scheduled Friday. Students are to be picked up on time. Families are to notify any other after school programs, day care centers or parks and recreation that will be picking up your child. If students are not picked up by 12:30pm, they will be sent to the Afterschool Enrichment Program and assessed a fee \$25 for the day. Parent or guardian will be responsible for payment.

Fire Drills and Emergency Procedures

Fire drills are held monthly. Instructions for routes are posted in each classroom. A fire drill is identified by short blasts of the bell or horn for ten seconds. Students are to leave the building quickly and go quietly to the designated areas. They are to remain there with their teachers at all times, staying clear of roads and sidewalks. When signaled, students are to use the same route they used during class exit.

Should a fire drill occur during class change or lunch break, students should go to the nearest exit and proceed to a designated area until the all-clear signal is given. Other emergency procedures are posted in classrooms.

FOOD SERVICE

Walton Academy is a food sponsor through the National School Lunch Program. We are fortunate to be participating in the Community Eligibility Option, new to the state of Florida. This program allows ALL students to receive breakfast and lunch at no charge.

We offer healthy, delicious, kid-friendly food through Preferred Meals. To find out more about our food service, visit www.preferredmeals.com. Each month, the breakfast and lunch menu is provided on the school's website

Birthdays

Walton Academy will **NO** longer allow birthday celebrations at school. We ask that no birthday cake or treats, balloons or flowers be sent to the school. Balloon or flower deliveries will not be accepted.

PARENT/FAMILY INVOLVEMENT

Volunteerism and Parent/Family Involvement

Administration believes that parental involvement in a child's academic and social life at school is critical to the long-term achievement and success of each student at WAPA. In that light, administration requires that all families of children enrolled at WAPA, volunteer 20 hours of service time to the school in support of academic and extracurricular programs and activities which directly impact student success. The Parent Teacher Organization (PTO) will coordinate this component and report to administration on a quarterly basis as to parental involvement.

Means of Communication

- TeacherEase
- Communication folder or school planners
- Weekly classroom newsletters and or progress reports
- Monthly WAPA newsletter
- WAPA website (www.waltonacademy.org)
- School flyers
- Direct calling by teachers/administration
- Parent voice and text messages
- Facebook, Instagram

Parent Conferences

The school will have two scheduled parent conference nights within a school year (September/October & January). Our first parent conference night will be virtually on Zoom. However, parents are invited to conference with the student's teachers at any time during the school year. It is advisable to make an appointment to do so. For questions regarding grades, attendance or discipline, email your child's teacher or contact the Main Office. For individual teacher conferences, parents should call the Main Office and leave their name and number where they can be contacted. Teachers will confirm the appointment by phoning the parent.

PTO (Parent, Teacher, Organization)

The PTO is a vital organization designed to represent parents and teachers in an effort to support our children's educational experience. This is done through a variety of social and educational programs. The key to this success is the support from our parents through their donation of time, talents and funds. We encourage all WAPA parents and teachers to join. PTO meets on the 3rd Thursday of the month.

PARENT GUIDELINES

The following guidelines have been established to provide a safe, secure environment for parents, students and staff. Parents or guardians are expected to review and honor these guidelines while on school grounds or volunteering for activities.

General

1. All parents, visitors, and volunteers must sign in at the front office immediately upon entering the building. Prior to leaving the building, they must sign out at the office. Parents may not walk directly to a student's classroom unless given permission by the office staff.
2. All parents, visitors, and volunteers must conduct themselves in a manner conducive to a school environment. Respect and patience must be demonstrated at all times.
3. Parents are expected to acknowledge and reinforce model character behavior for our student.
4. All parents, visitors, and volunteers must wear a visitor's badge or other form of identification provided by the school.
5. The distribution of literature, without prior approval from the classroom teacher or Administration, is not permitted.
6. Volunteers may be required to submit to a criminal background check prior to beginning volunteer duties.
7. Volunteers are representatives of the school. They must always put the health and safety of student first. They must abide by all staff instructions and directions and ask for clarification of responsibilities if necessary.
8. Under no circumstances is corporal punishment allowed. If a situation requires more than verbal intervention, the offending student should be brought to the office or to the teacher in charge. The Code of Student Conduct and disciplinary procedures included in this handbook are to be followed as an alternative to corporal punishment.
9. Walton Academy is a public school, it has a board policy of neutrality with respect to matters of religion. When acting as school volunteer representatives, it is important to show no preference for any one religion over any other religion. In addition, volunteers should not show a preference for religion over non-religion, or vice-versa. They must respect the students' right to express themselves on matters of religion, but volunteers must also respect the other student's right not to be harassed by such expression. Volunteers also must be aware that, when they are volunteering, it is inappropriate for them to share their personal religious views with student.
10. Appropriate dress is required at all times while on school campus.

Classrooms

1. Classroom visitors and volunteers must remember that the teacher is ultimately responsible for the student and activities in his/her classroom. Visitors or volunteers shall be prohibited from the classroom if it is deemed by the teacher that their presence has created a disruption in the learning environment.

2. When volunteers arrive to begin their shift, they should be sensitive to the learning that is taking place in the classroom. They should enter the room quietly and wait until there is a break in the activity before communicating with the teacher and students.
3. The classroom teacher must address student infractions.
4. Visitors and volunteers must understand that classroom issues related to student are confidential matters. Students who need extra help are often sensitive as to how they are doing in school. Volunteers may not talk with other parents about the specific learning or disciplinary needs of any child other than their own. Test scores and other grades should be kept in strict confidence.
5. Drop-in conferences are not permitted during instructional time. Conferences must be prescheduled with the classroom teacher.
6. Permission to visit and observe a classroom must be approved by Administration.

Chaperone (Field Trips)

Field trips have been temporarily suspended due to the pandemic. As a chaperone, your participation is very important. In order to make field trips educational, fun, and a safe learning experience, here are some guidelines. All chaperones must complete an updated Volunteer application each year.

1. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.
2. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave well and are safe. Students must stay with you, their chaperone, at all times. Check to make sure you know where all students are regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. **Count, count, count, all day!**
3. Chaperones are responsible for managing student behavior. Go over the rules, procedures and expectations of the school. Although you are responsible for student behavior, it is the responsibility of the teacher to discipline a student who is misbehaving.
4. Chaperones:
 - May not use profanity or inappropriate language
 - May not use or possess alcohol or drugs
 - May not use tobacco in the presence of, or within the sight of students
 - May not administer any medications, prescription or nonprescription, to students
 - May not use a cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
5. For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time – for example, in the vehicle, in the restroom, etc.
6. Siblings may not participate in field trips, please make arrangements. Young children can easily be a distraction from your primary responsibility of supervising your group of students.
7. Chaperones must wear appropriate attire. We ask that chaperones wear blue jeans with a solid purple/white shirt or school logo shirt or spirit shirt.

SCHOOL CLIMATE, CONDUCT & DISCIPLINE

Dress Code Policy

Walton Academy has had challenges in students and families adhering to the dress code policy, therefore, the dress code policy will be strictly enforced. Walton Academy students are **REQUIRED** to wear school uniforms to school each day.

The Dress Code includes the following:

Clean Purple or White Logo Shirts... <ul style="list-style-type: none"> • Tucked in at all times • May wear white, long-sleeved logo shirt with purple & gold tie 	No... <ul style="list-style-type: none"> • Solid purple or white shirt • Polos w/o school logos
Clean Purple Spirit Shirts... <ul style="list-style-type: none"> • May ONLY be worn on Fridays with blue jean pants, skirts or shorts 	No... <ul style="list-style-type: none"> • Wearing of spirit shirts Monday-Thursday
Clean Slacks/shorts/skorts... <ul style="list-style-type: none"> • Must wear khaki bottoms ONLY • Shorts/skorts must be at arms-length • Worn at the waist with a belt (if loop) 	No... <ul style="list-style-type: none"> • Underwear visible, coming from under clothing
Belts... <ul style="list-style-type: none"> • Must wear with slacks, skirts, or skirts if has loops 	No... <ul style="list-style-type: none"> • Hats, bandanas

Friday Spirit Days

Students may wear their purple with blue jean bottoms or their regular school uniform. This is not a day to wear what you want.

Dance Attire

ALL students are **REQUIRED** to take dance at the Academy. In order for students to participate in dance, they **MUST** be dressed out in proper dance attire. Participation is an integral part of their quarterly grade.

Girls are to wear a black leotard, black dance shorts/leggings pink ballet shoes.

Boys are to wear a white t-shirt, black athletic shorts with school logo, white/black socks and black ballet shoes. ALL students will need black tap shoes.

For special performances, students may be ask to wear black dance skirts, black or pink tights for girls and black slacks for boys.

Dress Code Violations

If student's dress is considered inappropriate, parents will be notified and asked to direct student to comply with dress code. Infractions for not wearing the appropriate uniform to school will result in the following consequences:

First time: Parents will be called immediately to bring appropriate uniform to change or be picked up, **Second time:** Call to parent and recess detention, **Third time:** Call to parent and 1 day of In School Suspension, **Fourth time:** Call to parent and Out of School Suspension

Accessories:

- No hats, head covering or bandanas, except traditionally worn as a religious or cultural tradition
- Jewelry may not pierce the skin except the ears.
- Students may not wear, jewelry, buttons, or any other items that are a distraction to the students and a disruption to classroom instruction.
- **NO CROCS**, flip-flops or sandals are to be worn to school, they are a safety hazard.
- Undergarments must be worn but not visible.
- Regular backpacks are acceptable. If a problem occurs due to a backpack and/or contents, a student may not be allowed to carry a backpack at school. WAPA encourage parents to constantly monitor the contents and weight of the backpacks.

Conduct & Discipline

All students at WAPA are expected to reflect its high standards of conduct in their appearance, their behavior and by conducting themselves in a manner that is conducive to the smooth and orderly operation of the school. WAPA does not tolerate behavior that disrupts or interferes with the education of other students or the school-learning environment.

The school staff request parental support in helping maintain appropriate conduct in the school. Student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

Administration is responsible for discipline and determines the level and its appropriate consequence. When a formal disciplinary action is required, administration will make every effort to contact the parent or guardian. If telephone contact cannot be made, written notice will be sent home with the student or placed in the U.S. mail within 24 hours. The student is responsible for the notification and/or delivery to his/her parent or guardian of all written communication from the school.

Zero Tolerance - Unacceptable Behavior

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

BULLYING

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

How to Report Bullying

Students and/or Parents may report bullying in person to Administration or online. Online reports may sent to Administration via email: info@waltonacademy.org or send a message through TeacherEase. Include the following information: Student's name, Name of person reporting, Date and location of incident and a detailed description of incident.

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- a. Teasing
- b. Social Exclusion
- c. Threat
- d. Intimidation
- e. Stalking
- f. Cyberbullying
- g. Cyberstalking
- h. Physical violence
- i. Theft
- j. Sexual, religious, or racial harassment
- k. Public humiliation
- l. Destruction

Examples or types of bullying include, but are not limited to:

- **physical** - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling
- **verbal** - hurtful name-calling, teasing or gossip
- **emotional (psychological)** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure
- **sexual** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault . In many cases, gender and cross-gender sexual harassment may also qualify as bullying
- **cyber-bullying** - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or

group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

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

- a. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
- b. has the effect of substantially interfering with a student's education performance, opportunities, or benefits; or
- c. has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompasses:

- a. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- b. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 1. Incitement or coercion;
 2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 3. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

“Harassment” or **“bullying”** also includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) directed toward a student(s) or staff member(s) that causes mental or physical harm or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyberstalking as defined in s.784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Articles Disruptive To School Environment

Students are not permitted to use the following items during school hours: CD/MP3 Players/ipods, cell phones, electronic games, headwear except as approved to wear in career class for safety purposes), sunglasses, and playing cards. Articles will be confiscated and released only to parents. Any student refusing to cooperate will be disciplined accordingly.

Confiscated Items

Items confiscated from students will be returned only to parents or guardians upon request. WAPA assumes no responsibility for any item confiscated in accordance with school policy. It is the student's full responsibility to assure that these items are not brought on campus. There are no exceptions.

Cheating

Students caught cheating on any assigned work or test will be given a zero for that particular work or test. Repeated offenses will result in suspension and/or withdrawal of the students from the program.

General Disciplinary Policy For Criminal Acts

Any student who possesses, display or uses any firearm; or possesses with intent to sell or sell any drug or controlled substance including alcohol or intimidate, threaten to use physical force or use physical force to cause another person to withhold testimony from any official investigation or official proceeding will be recommended for expulsion.

Consequences Of Serious Misbehavior

This Handbook includes provisions for actions that must be taken if there are problems involving weapons, alcohol or other drugs, and criminal acts. Specific actions will be taken as a result of these violations as stated in WAPA policy. All violations will involve the following steps:

- Principal involvement.
- Immediate parent contact.
- Suspension from school grounds, all classes, and all school activities.
- Referral to local police or sheriff office.

RIGHTS AND RESPONSIBILITIES

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program in a safe, secure and respectful environment. Therefore:

1. Students are entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others.
2. Students have the right to:
 - (a) Be protected from threats, assaults, or physical injury;
 - (b) Have their property protected from misuse, damage, or theft;
 - (c) Be protected from conditions that may be harmful or injurious to their health,

- safety, or property;
 - (d) Be informed of the established rules and regulations that govern their conduct and discipline;
 - (e) A meaningful curriculum that shall meet their immediate and future needs;
 - (f) Voice their opinions in the development of their curriculum;
 - (g) Pursue their education under competent instruction;
 - (h) Take part in in-school (instructional) activities and to decide if they want to take part in after-school (co-curricular) activities.
3. Students have the responsibility to:
- (a) Not threaten, assault, or cause physical injury to others;
 - (b) Not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
 - (c) Be informed and observe all the established rules and regulations that govern their conduct and discipline;
 - (d) Attend all classes regularly and on time;
 - (e) Contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
 - (f) Do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
 - (g) Respect the rights of others and to respect the views and backgrounds of those different from their own;
 - (h) Meet the approved criteria required for participation in instructional and co-curricular activities.

Grievances

1. A “grievance” is another name for a complaint. A student/parent grievance exists when a student/parent believes that he/she has been treated unfairly. Students/parents wishing to register a school grievance must do so within ten school days from the time that they became aware of the alleged infraction. The grievance procedure is available only to enrolled WAPA students or parents of currently enrolled WAPA students. Students should involve their parents or guardians in resolving school grievances.
2. Ask the teacher or school staff person who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
3. If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with Administration regarding the issue.
4. Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel. If efforts to resolve the grievance with school level administrators fail, the student may file a Grievance Form with Walton Academy’s Board of Directors. Forms for filing grievances are available in the school office and shall be provided upon request. Administration and the Board shall provide the grievant with a response and/or resolution to the issue within fifteen days.

MEDICAL AND HEALTH INFORMATION

Health Requirements

All students new to the county must present proof of a physical exam not more than one year old within 30 days of registration. The following information needs to be submitted to the school:

- ◆ Physical examination: Students failing to submit this documentation within 30 days will not be permitted to attend school.
- ◆ Students must produce documentation on the prescribed Florida blue DH 680 form of appropriate immunizations.
- ◆ Proof of birth: Birth certificate

Medication Needs

Walton Academy cannot issue any over-the-counter drugs. Parents must notify school administration if a student has a special medical condition or need. If a parent requests that prescription medication be given to their child, a doctor's written authorization and the original prescription containers should provide dosage and storage instructions. Prescriptions will be refilled as needed by the parent. WAPA personnel cannot administer medicine without specific written permission from the parent and doctor.

Students will come to the Office for administration of all medicine. Administration will log all student medication given.

Accidents and Illnesses

Students injured on the school premises will, as conditions warrant, be taken immediately to the front office, hospital or doctor and the parent/guardian will be notified. The teacher will submit an accident report to Administration.

Emergency Information

The capability to contact parents during emergency situations is essential. Students cannot receive emergency non-life threatening medical care without parental/guardian approval. Parents must fill out an emergency card listing the address and phone numbers where they can be reached during the day. If your contact information changes during the school year, it is imperative that we update your records. Please contact the front office.

School Entry Immunization Requirements

Students in grades K-5 who are making their initial entry into a Florida school must present a record of physical examination completed within the past 12 months. Although a specific form is not required, WAPA will recommend that Florida's standard Entry Exam Form (DH 3040) be used to document completion of a physical examination. It must be completed by a health care provider licensed to perform physical examinations. For students transferring to a Florida school, a comparable form from another state would be acceptable, if completed within one year.

Immunization Record

The Florida Certificate of Immunization Form 680 will be used to document the immunizations required for entry and attendance in the Academy. It is recommended that parents obtain a copy of the child's complete immunization history before leaving the current state of residence.

◆ Diphtheria/Tetanus/Pertusis (DTaP)	5 doses
◆ Polio (OPV or IPV)	4 doses
◆ Measles (MMR)	2 doses
◆ Mumps (MMR)	1 dose
◆ Rubella (MMR)	1 dose
◆ Hepatitis B (Hep B)	3 doses

In addition to a physical examination and immunizations, students enrolling at WAPA must also have:

- Birth Certificate
- Social Security number
- Custody papers, if applicable
- Name and address of former school
- Report card/school records from former school

ACADEMICS

Walton Academy is committed to the academic success of all students. It is important that both the teacher and parent communicate and become partners.

Grade Reporting

Report cards are sent home at the end of each nine-week grading period. Progress reports are sent home midway through each grading period. Grades indicate the level of a student's academic and social growth. Academic grades reflect the student's learning of the Florida State Standards. Grades are derived from student assessments such as tests, homework, projects, class participation and teacher observation. When a student appears to be at risk of failing, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve unsatisfactory grades. We encourage parents to check the academic progress of their child weekly on TeacherEase, an online grade reporting and communicating system. Each parent will receive a login and password at the beginning of the school year.

General Rules For Grading

Grading will be based on the quality of work done. A student's regular attendance, daily preparation, and promptness in completing assignments must be consistent and congruent with these grades. Letter grades will be calculated on a percentage of student achievement as indicated below.

Homework

Homework is assigned for the purpose of reinforcing material covered during the day. Practicing concepts through work at home, being responsible for the completion of assignments, organizing materials, and working efficiently and independently are skills that are learned through the completion of homework assignments. Students will receive homework assignments nightly and varies from grade to grade, among teachers and from subject to subject.

Assessments

Assessments are an on-going process throughout the school year that involves a variety of techniques, both formal and informal. A more accurate decision about a student's grade is made when multiple measures of the student's achievement are used. These methods may include but are not limited to:

- Oral questioning/interviewing
- Teacher made tests
- Textbook tests
- Student self-assessment
- Observing student's performance (i.e., shared reading, guided reading, revisions of writing, mathematics problem-solving, scientific investigations, etc) and
- Portfolios of reading, writing, science and /or mathematics expectations

Walton Academy administers iReady Diagnostic Assessments 3 times a year (beginning, middle, end of the year) to all students. Test results are shared with parents during Parent Conference Nights and a home report with student's progress will be sent home at the end of the school year.

The Arts

ALL students enrolled at Walton Academy are REQUIRED to take both Music and Dance. Participation is not an option and it is major portion of their quarterly grade. When students are prepared for class, students participate more and perform better.

For Dance, ALL students will need to dress out in proper dance attire on dance days.

Technology and Online Resources

It is important that students have access to a computer, tablet or smartphone device for intervention or enrichment instruction and practice. At the beginning of each school year, students will receive login and password information to access various academic resources. All students in Hillsborough County have access to the FREE online reading book program, Myon. Myon Reader may be accessed at www.myon.com. Type in the school name; username (7 digit student#0; password (birthcode mm/yyyy)

Field Trips

Field trips or field studies are an extension of concepts taught in class. They are encouraged and supportive. Only children exhibiting responsible behavior may go on field trips.

Grading Scale

AL – Above Grade Level
OL – On Grade Level
BL – Below Grade Level

K - 2

A – 90%-100% (Outstanding)
B – 80%-89% (Very Good)
C – 70%-79% (Satisfactory)
NI – 60-69% (Having Difficulty)
U – 50-59% (Serious Difficulty)

3 - 5

A – 90%-100% (Outstanding)
B – 80%-89% (Very Good)
C – 70%-79% (Satisfactory)
D – 60-69% (Having Difficulty)
F – 50-59% (Serious Difficulty)

RECORDS

Pupil Progression Plan

Walton Academy will follow the HCPS Student Progression Plan requirements and procedures for K-5 students For further information, please visit www.hillsboroughschools.org

Change in Student Information

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

Student Records

Parents will have the right to review and obtain copies of any official records, files and data directly related to the student. These records may be obtained through the Office. Copies of education records will be provided, when requested.

Textbooks

Your classroom teacher will issue textbooks. Students are responsible for these books until they are returned. It is important that the student writes their name in the designated area clearly in ink so that the book can be returned in case it is lost.

Students will:

- Know where the assigned textbooks are at all times
- Keep all textbooks clean and free from damage or misuse

FINANCES

Check Policy

Checks written by parents of current students must have the most current information on file at the school. Any non-parent will be required to produce a photo I.D. before acceptance of the check. **Any check that is returned for any reason will result in a fee of \$25.00 to be paid in cash to cover administrative costs of collection.** Any check returned for any reason will be re-deposited once as a courtesy. However, if the check is returned again, it will be deemed worthless and another \$25.00 fee, as well as the amount of the check, will be due in cash.

If any family has two (2) checks that are returned at any time during the time the student(s) is (are) enrolled at WAPA checks will no longer be accepted from that family for any reason. Any fees or costs throughout the year for whatever reason will then have to be paid in cash or by money order only.

Any outstanding debt not paid by the end of the school year, the matter will be reviewed by the administration to determine attendance at WAPA. In addition, any student who has an outstanding debt at the end of the year will not receive his/her report card until said debt is resolved.

SCHOOL-WIDE EXPECTATIONS

Harambee! Harambee is a Swahili term for “Let’s Pull Together”. We are committed to working together: teachers, students, parents, school and community for a common purpose, to give our students an amazing educational experience. Harambee hour is every Friday, where the school comes together to celebrate student successes, birthdays, discuss the core value word and highlight what’s happening at the school. Harambee will be held via Zoom to eliminate a large gathering of students.

Walton Academy is building a culture that nurtures, collaborates and supports our students and families in providing a positive, learning environment through **Positive Behavior Intervention Support (PBIS)**. PBIS focuses on teaching positive behaviors and rewarding students for practicing them. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance.

WAPA's PBIS Behavior Expectations

Rules & Expectations	Cafeteria	Hallways	Classroom	Dance	Play Area
E Enter to Learn	Walk with eyes and toes forward Level 0	Walk at all times	Be on time and prepared for class	Walk in quietly NO RUNNING	Walk in a straight line
A Aspire to Achieve	Keep your food on the tray	Go directly to your direction	Always do your best work	Come prepared to dance	Cooperate with others
G Good Choices	Eat your food	Walk silently with your hands behind your back	Listen and follow directions	Listen and follow directions EYES & EARS	Use good sportsmanship
L Lead by Example	Use good manners	Keep hands, feet and objects to yourself	Be respectful to others	Respect each other's dance space	Take care of equipment
E Engage in Exploration	Clean up your area	Keep our school clean	Participate and use time wisely	Participate and Do Your Best	Participate in an activity

A MOMENT OF SILENCE

Effective July 1, 2021, House Bill 529 that was signed by Governor Ron DeSantis, requires that all Florida schools hold a daily moment of silence at the beginning of the school day. Language in the bill says, "In today's hectic society too few persons are able to experience even a moment of quiet reflection before plunging headlong into the activities of daily life. Young persons are particularly affected by the absence of an opportunity for a moment of quiet reflection. The Legislature finds that our youth, and society as a whole, would be well served if students in the public schools were afforded a moment of silence at the beginning of each school day."

Walton Academy will start the day by setting aside 1-2 minutes for a moment of silence. We encourage parents and guardians to discuss with your child the best way to use this moment of silence.

HANDBOOK ADDENDUM

For the 2022-23 school year during the COVID-19 world pandemic, typical policies and procedures are subject to change. As standards, protocols and recommendations change, policies will be updated. Changes to procedures or policies will be communicated as they become available.

Walton Academy strives to maintain a healthy and safe workplace for all guests, students, staff, and faculty. During times of an infectious disease outbreak, such as COVID-19, Monkey Pox or any transmissible disease, we will take the necessary steps to protect the workplace and educational environment so that WAPA can continue to operate effectively and efficiently in serving the needs of our students and staff. It is our goal to provide the necessary support and guidelines for all involved.

Safety measures are needed to keep students, families, and staff safe as the COVID-19 pandemic continues. The following addendum gives procedures, protocols, best practices and support to help us as we proceed through these unforeseen times.

For the health and safety of all stakeholders, as a student, parent, or employee, I have read, understand and agree to follow the revised policies and procedures as they are provided.

****Disclaimer: All items are subject to change based on unforeseen factors due to pandemic.*

COVID-19 PROCEDURES

COVID-19 EDUCATION & ROUTINES

- Establish daily routines for cleaning and personal hygiene
- Control movement where possible
- Limit mass gatherings as much as possible
- Educate students on Covid-19 hygiene and routines
- Provide time each morning for “meet-ups” to promote positive school culture

CLEANING AND DISINFECTING PROTOCOLS

- Frequent cleaning and disinfectant will occur throughout the day, focusing on high touch and common areas to include bathrooms, doorknobs, handles, railings, light switches and soap dispensers.
- Each classroom and restroom will be clean/disinfected at the end of each day.
- The cafeteria will be clean/disinfected after each lunch period.
- Hand sanitizing stations are located throughout the building in common areas
- Students and teachers will assist the custodian in keeping classroom clean throughout the day. Each classroom will be provided with hand sanitizer, disinfectant wipes/spray and gloves. Students and teachers will wipe down the high touch area at the end of their day or before transitioning to a new classroom.
- If a positive COVID-19 case is determined, the school will deep clean the classroom and any contact areas with an electrostatic disinfectant sprayer.

FACE MASKS/COVERINGS

The wearing of face masks/coverings is OPTIONAL. Parent/guardian will be responsible for providing a face masks/covering for their child.

BREAKFAST AND LUNCH

- Breakfast will be “Grab and Go”. Upon arrival, students will get their breakfast and go directly to class to eat.
- Seating in the cafeteria will be appropriately distanced. Staff will assist to ensure distancing.
- Lunch schedule has been modified to allow 10 minutes between each lunch period to clean and disinfect.
- Food service staff will wear proper PPE when handling food, equipment and cleaning common areas in the cafeteria.

MOVEMENT THROUGHOUT THE BUILDING

- Lunch and specials schedule have been modified to eliminate high traffic during transitions.
- The water foundation will not be accessible. We have replaced the water fountain to a water bottle filling station. Students will need to bring a reusable water bottle to school.
- Staff will continually monitor the hallways for safety and limit mass gathering of students.
- Establish student responsibilities to clean personal area and supplies/materials.
- Reinforce hand washing protocols and intermittent use of hand sanitizer.

CAMPUS VISITORS

- WAPA will be limiting access to visitors to appointment only. Appointments must be made 24 hours in advance.

Walton Academy for the Performing Arts

Notice to Parents/Legal Guardians Regarding News Coverage of School Activities, Social Media and Web Sites

NEWS/MEDIA COVERAGE OF SCHOOL ACTIVITIES

At various times during the course of this school year, representatives of the news media (including print, radio, and television) will request access to the Academy to cover school activities and events. The Academy allows the news media to visit school campuses for this purpose. If there is an objection to having a student photographed, filmed or interviewed, please notify the school in writing. The Consent and Waiver Form must be signed to indicate whether you object or approve of having your son/daughter photographed, filmed or videotaped.

In addition, the school and/or teachers may photograph or videotape for social media or create web pages describing class projects, artwork, accomplishments, activities and events.

Please indicate whether you give your permission: YES NO

I DO AGREE to having my child(ren) photographed, filmed or interviewed by news media representatives, and photos of my child(ren) used on the school web pages.

I DO NOT AGREE to having my child(ren) photographed, filmed or interviewed by news media representatives or photos of my child(ren) used on the school web pages.

If the news media is allowed to access this campus, the school administration will take every reasonable precaution to honor your request to prohibit news media from speaking to, filming or photographing your child(ren).

Names of student(s). **PLEASE PRINT**
Level(s)

Grade

Walton Academy for the Performing Arts

Acknowledgement/Signature Page

We welcome you again to Walton Academy for the Performing Arts where we provide exceptional educational and artistic experiences.

Again, the purpose of this handbook is to inform students and parents of the Academy's program, policies and procedures.

Students, parents, teachers, administrators, and office staff all have important roles to play at WAPA. With so many people working together, problems may occur from time to time. This booklet has been made to address these problems.

This handbook lists the Academy's rules for students in WAPA. The rules apply to all activities occurring on school grounds and other sites being used for school activities. Students, school faculty and staff need to know the rules. Since parents can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

The Academy must have proof that every parent/guardian has had a chance either to read the Family & Student Handbook or hear it read. Signed forms must be part of every student's record. Your signature means that you have read this handbook and know the rules of the school (It does not mean that you agree or disagree with them).

Parent/Guardian Signature

Date