



# **2025-2026**

## **Parent Handbook**



# Walton Academy Parent Handbook

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## **VISION**

Our vision is perpetuating the early learning continuum of education in all our students by creating a nurturing, safe, and innovative learning environment. Children's World Learning Center's growth and expansion was inspired by educational research that led to the creation of WALTON ACADEMY – a kindergarten through grade eight private school. Walton Academy operates on the understanding that early childhood development starts before kindergarten and that most of the course for success is set by the eighth grade. As a result, we designed the school to place emphasis on the importance of each student's experience in school and to adjust to their capability in an accelerated academic program with state-of-the-art facilities, surrounded by teachers who are committed to excellence. Walton Academy's innovative and peerless program looks beyond high school and provides every child with the skills and tools they will need to succeed throughout life.

## **MISSION**

We live by the belief: "If you're going to stand out, you may as well be outstanding." Every child is valued, every teacher is a mentor, and education is a journey—not just a destination. Our mission is to nurture future leaders through a K–8 experience that is innovative, caring, and well-rounded. We foster curiosity, character, and confidence, guiding each student to discover their unique potential in a supportive environment.

## **GOALS**

Our goal is for every child to reach their fullest academic and personal potential by:

- Building a lasting love and appreciation for learning.
- Developing strong foundations in literacy, mathematics, science, and social studies.
- Encouraging creative expression through the arts.
- Promoting critical thinking, problem solving, and responsible citizenship.

## **CURRICULUM**

The curriculum at Walton Academy focuses on educating the child while using an interdisciplinary approach. It is designed to challenge students as they master the basic academic subjects, therefore setting a solid foundation for a well-rounded education.

Walton Academy equips students for the challenges of tomorrow through a forward-thinking, 21st-century learning model. Our curriculum, enriched by our STEAM program (Science, Technology, Engineering, Arts, and Mathematics), exposes students to diverse professional fields and emerging technologies. Through hands-on learning and our Student Leadership Institute, we cultivate essential skills—communication, collaboration, and creative thinking—that prepare students for success in high school, college, and beyond.

## **ADDRESS & TELEPHONE NUMBERS**

It is *very important* that all students' contact information is up to date at all times. If you have moved or have changes of your home or work telephone number, please *notify* the academy about the changes. Also, please inform us if there are any changes in emergency telephone numbers of people to contact if you are not available.

## **ATTENDANCE**

Regular attendance is critical to the satisfactory completion of the school year's work. Students are required to attend a specific number of school days in order to be promoted to the next grade level. Failure to meet the standard (20 absences, excused or unexcused) can result in retention of a grade. We urge parents to send their children to school regularly and to limit absences to serious illness. Parents are requested not to ask that a student be excused from school except in the case of illness or family emergency. Medical and dental appointments should be scheduled during vacation or, whenever possible, before or after school.

Vacation and holidays are listed on the school calendar. Permission for earlier dismissal or later return, as well as other extraordinary vacation time, is discouraged.

Punctuality is imperative. Any student who is not present at the beginning of the school day (7:50 a.m.) is considered tardy. Four tardies/early check-outs (excused or unexcused) equals one absence. If a student misses more than one-half of the school day, then it will be considered an absence.

So that we may properly supervise your child, a parent or an authorized representative must sign the "in and out" record via iPad when bringing and picking up children. No child will be released to anyone other than his/her parent without **prior written authorization** from the parent. Phone calls will be accepted on this matter in an emergency, but only when followed by written or electronic communication.

## **Absence Procedures**

When a student is absent, he/she is required to bring a written excuse from home including name, date of absence(s), reason and signature of parent/legal guardian on the first day the student returns to school. Parent/legal guardian may be asked to provide a doctor's note or other excused third-party documentation for excessive absences for the absences to be marked excused. Homework and assignments for the students who are absent may be obtained by calling the school.

Approval for an educational absence must be made in advance. Only the principal can approve an educational absence. The parent must present a request in writing at least one week prior to the

planned absence. The parent must include information as to the nature of the trip and its educational opportunities. If the educational trip is approved, the student will be required to keep a daily journal of his/her experiences as well as complete any classroom or homework missed while absent. The journal must be turned in to the teacher upon the return of the student to class. Administration will notify the parent of the decision.

### **Arrival and Departure**

All children must be signed in and signed out daily in the lobby and in the classroom when arriving and departing from school. Parents can sign in and out on the iPad located in the school lobby. Additional persons authorized to pick up your child must also sign in and out.

### **BEHAVIORAL EXPECTATIONS**

Walton Academy strives to help students grow into mature, responsible, and thoughtful citizens. Students are expected to be well-mannered, respectful, and compassionate toward their peers. The academy expects parents' full support in all aspects of their child's educational life. Each classroom will have classroom management plans. These plans are available for your review in the classroom and will be discussed at Open House. Although these plans may differ somewhat from classroom to classroom, the underlying philosophy of positive discipline remains consistent throughout the building.

If discipline problems continue to arise, parents will be informed by means of written communication or a phone call, and a plan will be designed to work collaboratively in reaching a solution. If the problem cannot be resolved, or (in our sole discretion) if the problem is serious, we reserve the right to dismiss or suspend a child for unsatisfactory behavior in order to insure the health and safety of all children. We may also suspend or dismiss a child (in our sole discretion) for lack of parental assistance in efforts to work with a difficult child and/or violation of our policies.

### **BIRTHDAYS**

Birthdays are important to children, and they enjoy sharing them with their friends. We celebrate children's birthdays at lunch time. Parents are welcome to attend these celebrations. Please notify your child's teacher if you plan to bring a small treat for your child's special day. Parents may bring only commercially prepared foods for birthday or holiday celebrations. Due to the loss of valued instructional time, sharing of a child's birthday in the classroom may not include guests, clowns, opening gifts, etc. The time allotted must not exceed 15 minutes and disruption must be minimal.

A popular way to celebrate birthdays is with a new book donation to the classroom library. A bookplate is placed in the donated book with your child's name and birth date, and the book is put into circulation for all students to enjoy. Your teacher may suggest titles for donations, if you desire.

## CELL PHONE POLICY

We ask that you refrain from the use of cell phones while at the Academy. We want you to use your time here to converse with your child's teachers and other staff to discuss events of the day without the interruption of outside parties. Additionally, and most importantly, your children deserve your undivided attention while dropping them off in the morning or picking them up in the afternoon.

## DAILY SCHEDULE

6:30 a.m.	Full Day Enrichment Arrival Time Begins
7:30 a.m.	Academy Only Arrival Time and Breakfast <i>** Breakfast ends promptly at 7:20 a.m.</i>
7:50 a.m.	Tardy Bell/Instruction Begins
2:55 p.m.	Kindergarten and First Grade Dismissal
3:00 p.m.	Second - Sixth Grade Dismissal
3:00 p.m.	Full Day Enrichment / After School Begins
6:00 p.m.	Academy Closes

## DRESS CODE

Walton Academy recognizes the effect which students' dress and grooming have upon student behavior and commitment to learning. We believe that a student's appearance reflects upon the manner in which he approaches the daily work in the classroom. The Academy further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. Students are required to wear uniforms. Students should be neatly and appropriately dressed for school. For safety reasons, clogs, flip flops without back straps, high heels, or slick soled shoes should not be worn at school. In physical education class, students are encouraged to wear athletic shoes and to be dressed appropriately for the day's events. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced items may be worn. Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized – not too small and not too large.

## FIELD TRIPS

All field trips are planned by the teaching staff and are coordinated within academic units and lessons in the classroom. Parents will receive ample notice of field trips, and a Field Trip Authorization must be present in your child's file for him/her to leave the campus. Some field trips may require an adequate number of parent chaperones. A friendly reminder that sibling may not attend field trips. In the event appropriate coverage is not available, a class may not be able to attend.

While on field trips, students will be required to wear appropriate school attire or a school identification tag from the time of departure from school until the return to school. All students will be required to follow school rules and regulations regarding transportation and bus service.

## **EMERGENCY PROCEDURE & DRILL**

As required by law, the Academy will hold fire (monthly), tornado (annually), lockdowns, and evacuation drills (semi-annually). It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to ensure that students are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child and to be sure that he or she knows the safety routines. The main purpose of the drill is to make the exit of pupils from the building as automatic possible, to lessen the chance of injury in the event of fire.

**This drill takes precedence over every other school activity and aims at the rapid and safe exit of every pupil and teacher from the school building.** A fire drill is not a race or an exhibition, but a serious undertaking intended to decrease the likelihood of injury in an actual fire. Students are expected to follow directions quickly, quietly, and in an orderly manner when fire drills are conducted. Fire drills are unannounced.

## **EXTENDED DAY PROGRAM**

The Full Day program is designed to inspire and motivate children to strive and excel in their academic studies, while developing exceptional character traits.

Some elective after-school enrichment programs are organized through outside vendors and may require additional fees. Enrollment in these programs, and payment of fees for these programs, are to take place through Children's World Learning Center. A listing of the after-school Enrichment programs and associated fees are available at the Academy front desk.



## GRADING

Teachers carefully assess student progress based on multiple factors (e.g. class participation, quizzes, tests, projects, presentations, etc.) The following represent the grading scales for grades 2-8:

93 — 100	A
85 — 92	B
77 — 84	C
70 — 76	D
69 and below	F

### Academic Achievement Indicators

Performance Ratings	Emerging (1 Point)	Developing (2 Points)	Proficient (3 Points)	Exemplary (4 Points)
Criteria	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments less than 70% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 70% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 80% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 95% of the time

**The key for defining performance rating is:**

**“4” (Exemplary)** - Student demonstrates an advanced understanding of concepts, skills, and processes taught in this reporting period. Exceeds the required performance.

**“3” (Proficient)** - Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.

**“2” (Developing)** - Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.

**“1” (Emerging)** - Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.

**“NA” (Not Assessed)** - Not assessed this reporting period.



## Effort Indicators

Performance Ratings	Needs Improvement - N	Satisfactory - S
Criteria	Age/grade level appropriate participation less than 75% of the time	Age/grade level appropriate participation 75% of the time or greater

*\*For areas where a grade or performance rating are not appropriate, "effort" indicators are provided as noted above.*

## Progress Reports

Interim Progress Reports are used to notify parents of student progress between report card grading periods.

### Progress Reports Issued

September 29, 2025

December 1, 2025

February 23, 2026

May 4, 2026

## Report Cards

Student academic progress, citizenship, and effort are evaluated throughout each academic quarter. Report cards are issued four times during the school year at the end of each quarter.

### End of Grading Periods Report Cards Issued

1<sup>st</sup> - October 27, 2025 — November 3, 2025

2<sup>nd</sup> - January 15, 2026 — January 26, 2026

3<sup>rd</sup> - March 31, 2026 — April 13, 2026

4<sup>th</sup> - June 5, 2026 — June 5, 2026

Parents are asked to review the report card, sign, and return it to the classroom teacher within one week after receiving it, except after the 4th quarter. Parents are encouraged to contact the teacher for a conference if further explanation of the report card is desired or if the parent wants to discuss his/her child's work. Conferences will automatically be available following the first and third quarters.

## **GUIDED READING TEXTS**

Walton Academy provides the use of guided reading texts to its elementary students. Reasonable wear and tear is expected as a result of daily use. However, unreasonable damage (written on, pages torn, glued, spilled on, wet, etc.) to books must be paid for at the time of damage or loss. Books and instructional materials are regularly reviewed and updated as needed; these selections are reflected in the materials fees.

## **HEALTH AND SAFETY**

If a child has an accident or incident during the day requiring medical attention, a report form must be filed and sent home for his or her parent's notice. For any serious accident or incident, we will attempt to notify parents by a telephone call at the time of the event.

In the event of a serious emergency, the school will secure immediate medical attention as described on the "authorization for medical treatment" on the child's enrollment form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends during such emergencies.

**Students must be free of fever, vomiting, and diarrhea for 24 hours without medication prior to returning to school.**

We reserve the right to refuse admittance to any student who shows a sign of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified, and the student can be picked up from school. **You authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician, if, in our judgment, there is insufficient time to contact your child's physician. You authorize us to make the decision of when an emergency exists.**

## **Accident/Injury Report**

Anytime a student has an accident/injury, the teacher will contact the parent/legal guardian that day by phone/letter. An Accident/Injury Report is to be completed and signed by the teacher, principal, and parent. The report will be made available for the parent and a copy will be placed in the child's folder.

## **Allergy Prevention**

Parents/guardians are expected to provide the school with documentation concerning their child's food and/or environmental allergies. Children with diagnosed allergies or asthma will need to give

the school an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care and use of all necessary medication. Religious food preferences are respected and honored. The list of children's allergies and religious food preferences is posted in the kitchen and in the child's classroom.

The school has taken a "Peanut Sensitive" proactive approach to the environment. Therefore, the school staff carefully monitor all ingredients to avoid peanuts and peanut products.

## **Immunizations**

*State law requires the following minimum doses:*

- 5 doses of DTP (Diphtheria, Tetanus, Pertussis), with one dose on or before the fourth birthday; if the fourth dose of DTP is on or after the fourth birthday, a fifth dose is not required.
- 4 doses of OPV (Oral Polio vaccine), with one dose on or after the fourth birthday.
- 2 doses of MMR (Measles, Mumps, Rubella), with one dose on or after the first birthday and a second dose before enrolling in school (K-1) for the first time (effective 7/1/94)
- 1 Hib (Haemophilus influenza b), at least one dose prior to fifth birthday (not required after age 5)
- 2 doses of Varicella (chicken pox), unless there has been a history of disease documented by a healthcare provider.

A kindergarten NC Health Assessment form must be completed by a private health provider or the local public health center. Forms are available at the health center or the Academy front office. It is the duty of school authorities to inform the parent/legal guardian of the requirements for kindergarten assessment and immunization before the first official day of the school year or first day of admission. Exemptions are allowable only for medical and/or religious reasons with proper documentation.

## **Medical Policies**

All students are required to have an updated physical form on file. All physical forms should be submitted prior to the start of school. Walton Academy will follow rules and regulations provided by the State regarding handling children's illnesses. We will NOT administer medications of any kind unless the following items are presented:

1. If the medication is a prescription: The original prescription label must be present on the container along with the child's name, specific dosage instructions, and a current date.
2. A Medication Authorization form must be filled out completely and accompany the medication.
3. Any action plans (allergy, asthma, etc.) must be up-to-date and accompany the medication.
4. If the medication is **NOT** a prescription: Any type of medication which does not bear a prescription label will **NOT** be administered by school personnel.

The school will keep a record of all medication administered.

Note: In circumstances requiring specific skills or prior medical training to administer medications or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures until proper training is provided and completed by a qualified healthcare professional.

If a child becomes ill while at school, parents will be notified and requested to pick up the child at the earliest convenience. Children who have a fever of 100 degrees or higher, are vomiting, have diarrhea, or show signs of a communicable disease will be isolated from their peers. Parents will be called and pick up should immediately follow. Children will not be able to return to school until the symptoms have disappeared and the child is fever free (without the use of a fever-reducing medication) for 24 hours. Children showing any sign of a communicable disease will not be allowed to return to school until a physician has treated the symptoms and a physician's notice is given to return to school.

### **LATE PICKUP FEE**

Walton Academy is open and supervised during the stated hours of business, excluding the holidays observed during the year. Refer to your school calendar for days when school is closed. An initial late fee of \$5 will be charged to your account and \$1 per minute thereafter if a child is left:

- After 3:10 p.m. for Walton Academy ONLY, students
- After 6:00 p.m. (regular close of business day) for Extended Day students

### **Lockers/Storage Areas**

Each student is assigned a storage area for books, lunches and clothing. It is the students' responsibility to see that this area is in order at all times and is cleaned weekly.

### **LOST AND FOUND**

Clothing articles are frequently left at school and many are never claimed. Please place your child's name on coats, sweaters, lunch boxes, and other personal belongings so that items can be returned. Students who find lost items are asked to leave them with the office.

Students are requested not to bring money, jewelry, radios, cameras, toys or other valuables to school. If it is necessary to bring any money or valuables, the student should leave them in the classroom with the teacher for safe keeping. Students should never leave valuables in their storage areas.

## **MULTIMEDIA ACCESS**

An Internet **Acceptable Use Policy** form must be completed and turned in to the teacher prior to a student being able to access the internet. This form will be given to you at the beginning of the year.

During the school year, many teachers photograph, videotape, and record students for various instructional purposes. **Please inform your child's teacher in writing if you wish for your child not to be photographed, videotaped, or recorded.**

## **CAMERA POLICY**

Walton Academy provides live camera footage of the classrooms in the main lobby for parents to view after drop-off and before pickup. Due to the privacy concerns of our families and as advised by legal counsel, recorded camera footage is not available for review by parents. Recorded footage is available for review only by management and proper authorities.

Please respect this policy and don't ask for exceptions. Remember this policy is advised by legal counsel out of respect for other families' privacy.

## **NON-SMOKING POLICY**

Walton Academy is a non-smoking facility; therefore, smoking/vaping is prohibited on the premises (including the parking lot and in vehicles). In the interest of the children, we do not want them exposed to cigarette smoke/vaping fumes, cigarette butts, or even the sight of someone smoking/vaping. We appreciate your cooperation in this matter.

## **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences will be scheduled twice during the school year. Because the teacher's hours of availability are limited, it is advised that parents schedule these meetings as soon as they have been notified of such a conference. Appointments will be scheduled on a first-come first-serve basis. The parent, teacher, or an administrator may request the participation of administration at such meetings.

Parents may schedule a conference with an administrator at any time during the school year. Walton Academy welcomes parent involvement. Any vocation, hobbies, or special interests you have and would like to share with our students is greatly appreciated. Throughout the year we have scheduled events, with respect to which we encourage parents to attend and participate.

## REGISTRATION

When your child is enrolled, a complete registration form, tuition agreement, health assessment, immunization record, and birth certificate must be on file. This information must be kept current throughout your child's enrollment. There is an annual non-refundable deposit and supply fee due at the time of enrollment and renewable each June or before. To finalize the enrollment process, all required paperwork **MUST** be completed in its entirety and submitted to the Academy office before starting school. This information must be kept current throughout your child's enrollment at Walton Academy.

## TRANSPORTATION POLICY

Walton Academy voluntarily provides transportation as a service to our families. Riding the bus is a "privilege, not a "right". Any child being transported in a Children's World Learning Center and Walton Academy bus **MUST** abide by the following safety procedures:

- Children will be picked up and dropped off by Children's World Learning Center and Walton Academy in a designated area that is protected from all traffic hazards. Children waiting for the bus to arrive will remain in the designated area until the bus arrives at their location
- Each child will be accounted for at the designated location before the bus continues in route.
- Parents must notify Walton Academy in advance if a child will not be riding a bus as scheduled.
- Any child riding in a Children's World Learning Center and Walton Academy bus will be seated and restrained by a safety belt or child restraint device. (Only one child shall occupy each seat belt).
- All Children's World Learning Center and Walton Academy will be properly maintained.
- Consumption of food or beverages is **NOT** allowed inside of the bus.
- Children being transported to or from school or field trips are required to act in an orderly, responsible, and respectful manner.
- Dangerous objects of any kind are **NOT** allowed on any bus.
- Each student is responsible for his or her own belongings on the bus.
- **Disruptive or dangerous behavior by any child on the bus may result in termination of transportation services.**

## VEHICLE POLICY

Out of respect for others and to ensure the safety of the children, parents, and staff members:

- All vehicles that enter and exit the Academy's parking lot are to drive at a maximum of 5 miles per hour.
- All children are to be escorted to and from the Academy by the parent and/or another adult designated.
- Car radios/stereos should be turned off while on the Academy premises.
- The ignition must be turned off when cars are left unattended. An unattended, running car is dangerous, especially with small children around.
- Children should **NOT** be left alone in a vehicle.

## **PARKING**

All parents should park in designated areas only. Children are not allowed in the parking lot alone.

## **VISITORS/VOLUNTEERS**

- Visitors/Volunteers **MUST** sign in at the front office, state the classroom you will be visiting, and receive a visitor/volunteer badge.
- If you would like to visit/volunteer in your child's classroom, an appointment will need to be scheduled in advance with your child's teacher.
- Visitor/Volunteer badges **MUST** be worn at all times while inside the Academy building.
- Visitors/Volunteers **MUST** sign out and return visitor/volunteer badges to the Academy from office.

*It is very important to remember that teachers are preparing for the instructional day between 7:00 a.m. - 7:45 a.m. If you need to meet with your child's teacher, please call and schedule an appointment in advance.*

## **WEATHER EMERGENCY POLICY**

Walton Academy is open on inclement weather days unless an announcement is made by Channel 9 WNCT or on social media (Facebook) indicating inclement weather. Announcements made indicating inclement weather may result in opening delays, early dismissal, and/or cancellation of school. During normal business hours, the Academy may contact parents to pick up children in the event of inclement weather. In the event the Walton Academy is closed, but Children's World Learning Center is open, care will be provided for our Extended Day students.

## **WITHDRAWAL FROM SCHOOL**

Students are expected to attend and remain enrolled for the entire school year. Dismissal of the student or withdrawing the student for any reason shall not dismiss the obligation to pay the **entire tuition**. This ensures financial obligations can be carried out after the interruption of a student dismissal or withdrawal. **No student records will be forwarded to another school until the school account has been settled.**

*\*Walton Academy reserves the right to amend this Handbook. Notice of amendments will be sent to the parents.*