

H.O.P.E. ACADEMY

Helping Our Pupils Excel



Parent and Student Handbook

2024-2025

615 Martin Luther King Jr. Ave

Kingstree SC 29556

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HOPE Academy
615 Martin Luther King Jr. Ave
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Dear Students:

The staff of the **H.O.P.E.** Academy looks forward to assisting in your transition to and from the Alternative School Setting. We expect you to participate in your class, cooperate with staff, and accept responsibility for your actions. You are expected to become familiar with this handbook and obey all rules of **H.O.P.E.** Academy Alternative Program. Exit criteria will involve more than just attending for the prescribed number of days, there is an expectation of involvement and continued education and behavior improvement.

Dear Parents:

In assisting your child with their educational services, we want your support as we are involved in this transition with your child's development. Let us work together to assist and equip your child to be successful in his/her education and social development.

Dear Staff:

The proposition is that students in the H.O.P.E. Alternative Program will continue to move forward in instruction and gain skills to return to their home school successfully. It is the goal of all H.O.P.E Academy Staff to assist in this process as needed to ensure each student's success.

Educationally yours,

Kimily C Brown

Kimily C. Brown, Principal

Helping Our Pupils Excel

This handbook consists of requirements for students placed in the Williamsburg County School District Alternative Program. It shall be posted online, and a hard copy shall be offered to the parents and student at the time of placement in the Hope Academy Alternative School. Additional copies are available upon request. All State and Federal laws, rules, regulations, requirements, code of conduct, etc., in effect at the student's home school, will remain in effect during the student's enrollment in the Hope Academy.

Mission Statement

The mission of HOPE Academy is to provide a structured learning environment that addresses the academic and behavioral needs of identified students while create enriching and diverse pathways that lead our students to success.

Vision Statement

The vision of HOPE Academy is to *H*elp develop lifelong learners and prepare *ALL* of *O*ur *P*upils to *E*xcel.

HOPE Academy School Goals:

The goals of Hope Academy are as follows:

1. Facilitate in developing skills to be successful in regular school settings.
2. Facilitate in developing skills of self-discipline and taking responsibility for personal actions.
3. Facilitate in maintaining and improving academic skills.
4. Provide a safe, structured, and nurturing environment for learning.

What is Alternative Education?

“Alternative Education” is a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting, but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience.

Who is Eligible for Placement? (Not Limited to)

- Students who have been placed by the Williamsburg County School Disciplinary Committee.
- Students with repeated (documented) disciplinary infractions
- Students that have committed Level 3 Infractions
- Students identified as having specific handicapping conditions, if the IEP committee determines placement is necessary.
- Students returning from a residential or long-term program

Admission to HOPE Academy:

Students can be placed in the Hope Academy by the District Discipline Committee (DDC), according to state and district regulations for a specific incident a pattern of incidents and as required by law for certain offenses.

Students and parents/guardians must attend an intake meeting (even if the student is 18 or older) and sign a contract that states they agree to follow all rules and regulations of the Alternative School established by the Williamsburg County School District.

The DDC will consider recommendation from the home school principal, the MTSS Committee, the parent/guardian or the IEP committee.

Students with an IEP/504 plan:

If a student has a special education eligibility, or 504 Plan, the child must have a behavior plan as a component of his/her IEP and progress monitoring data supporting the effectiveness or lack of effectiveness of that IEP component. A manifest determination ruling should be completed before a child is placed at the Alternative School as well.

Attendance

Policy

Attendance at HOPE Academy is a privilege and a second chance for the student. Although the state of South Carolina has a compulsory school attendance law that guarantees an educational opportunity for its youth, admittance to and continued attendance in a public school are dependent upon the student's compliance with the laws of the state of South Carolina, the policies of the Williamsburg County School District, and the rules and regulations of HOPE Academy. Students are expected to attend school regularly and present a written excuse signed by a parent/guardian or other appropriate person in all cases of absence.

Parents of all students must notify the school in person or in writing whenever it is necessary for a student to be absent, arrive late, or be dismissed early during the school day.

Absences—Lawful/Unlawful

The progress of a student in school, in which all parents are sincerely interested, depends upon the punctuality and regularity of his/her attendance.

Lawful Absence

May include:

- Personal illness or illness in the immediate family.
- Religious holidays for a family.
- Death in the immediate family.

- School-related and/or sponsored trips.
- Doctor/Dental appointments accompanied by a doctor's excuse for the date(s) of the absence(s).
- Other reasons for absences will be handled on an individual basis as they arise.

Unlawful Absences

- All absences not included in "Lawful Absences." Oversleeping, car/transportation problems, work, job interviews, babysitting, and/or running errands for self or parents are not excused absences.
- Repeated unexcused absences may lead to a charge of truancy against the student.
- No student shall leave the school property without the consent of the administrator or her designee. Failure to sign out, regardless of the reason, will result in disciplinary action.
- Students who accumulate more than five unexcused absences in a class will lose credit for that class.

Suspension imposed by a school administrator does count as an unlawful absence in determining whether a student will lose credit in a class for excessive absenteeism.

Cancellation of School

If school is canceled due to bad weather, all students will be notified via our local news stations on television and radio. This information will be given to the stations as soon as possible.

Change of Address

It is important to the efficient operation of the school that our files contain an accurate, current address and phone number for each student. It is the parent's and student's responsibility to report all changes promptly to the office.

Exit Criteria for HOPE Academy

Students are evaluated every 45 days nearest to a marking period, either on progress reports or report cards. The exit criteria for any student leaving HOPE Academy are as follows:

- A student can have no more than 3 discipline referrals during a 45-day period.
- A student can have no more than 3 unlawful absences during a 45-day period.
- Have successfully demonstrated an understanding of the Social Emotional Learning (SEL) program (must complete SEL sessions).
- Students placed at HOPE Academy for any drug or alcohol incidents; must have drug and alcohol counseling from our certified counselor before being released from HOPE Academy.

The only exception to these exit criteria is a written mandate from the Williamsburg County School District designee that the student must remain at HOPE Academy longer than the 45-day period due to extenuating circumstances, or an IEP committee decision that retains a student at HOPE Academy for an additional 45 days.

If a student does not meet the criteria listed above, he/she must remain at HOPE Academy for an additional 45 days.

Transition Meeting

- When it is time to transition back to the home school, a transition team meeting will be held.
- We will evaluate students' grades, attendance, behavior, and counseling sessions (which will include Social Emotional Learning sessions).
- The student is required to participate in the Transition Meeting.
- The meeting allows the student and parent to understand what will be expected of him/her as well as the receiving school to give all parties concerned an opportunity to interact and establish lines of communication.
- Transition Meetings are held at least 5 days before the student's scheduled return to home school date.

Leaving Campus Early

No student may leave campus during the school day unless he/she has permission from the school office. If a student becomes ill, he/she should report to the main office for further assistance. Failure to comply will result in disciplinary action.

Tardiness

A student is tardy when he/she is not in the classroom when it is time for class to begin. Students who are late to class must obtain a disciplinary slip from the administrator prior to reporting to class. Consequences for tardies accumulated during the school year are listed below.

- First Tardy: Warning
- Second Tardy: Overnight suspension
- Third Tardy: One-day out-of-school suspension
- Fourth Tardy: Board referral for expulsion

Please note that tardies accumulate continuously throughout the school year.

Truancy

A child is subject to compulsory school attendance who is absent without cause from such attendance for a school day or portion thereof.

Once a student has reported to school, he/she must not leave school property during the school day without first obtaining permission from the administrator or his designee. Students who leave the school property without proper authorization, fail to report to a regularly scheduled class during the school day, or do not report to school at all on a school day without parental knowledge and/or permission for the absence are considered truant; therefore, subjecting themselves to appropriate disciplinary action.

Expectations

It is our expectation at HOPE Academy that all students will conduct themselves at all times in such a manner as not to interfere with the rights of others and not to bring discredit to themselves, their parents, the community, or the school.

Extracurricular Events

Students enrolled at HOPE Academy whether in person or independent study are NOT allowed to attend district school-sanctioned events.

Bullying

The school shall respond and appropriately address students who have demonstrated behaviors that put them at risk for bullying.

Bullying shall be defined as any behavior which causes or attempts to cause physical and/or psychological harm to someone else, or urges or encourages others to engage in such conduct. Prohibited behavior includes any act of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct. It includes but is not limited to, physical (damaging another person's property); verbal (name-calling, insulting, making rude comments, and constant taunting); relational (targeting social status or spreading rumors); and digital (to hurt or humiliate others by posting harmful material using modern technology: cell phone, digital photography, or the Internet via Social Media, Instant Messaging, e-mails, websites).

HOPE Academy will not condone or tolerate bullying.

In the event school officials identify bullying, they may respond in the following manner:

- Notify and involve the school counselors, social workers, psychologists, or other school support service providers.
- Apply the school district's discipline procedures.
- Notify and involve appropriate law enforcement authorities.

If a student believes he/she is being bullied, that student should immediately report to the main office and inform the administrator or secretary if the administrator is not available.

Classroom Expectations

Students are expected to exhibit positive classroom behavior and be respectful to teachers and fellow students. Behavior that is not conducive to the educational process will result in appropriate disciplinary action.

Sleeping in Class:

Students are not allowed to sleep in class. The teacher will first warn the students to wake up and offer the students time to put water on their faces, stand up, or walk around as a means of waking the students up. If the student refuses to get their head off the desk, the staff will write a referral for refusal to obey.

Clothing and Student Attire

Daily appearance is important, and we are very proud of the general appearance of our students.

Middle School Students

Uniforms are **required** of any student who attends HOPE Academy. HOPE Academy's dress code is **business casual**. The uniform consists of khaki pants, khaki shorts (of an appropriate length), or khaki skirt (of appropriate length) and a plain (no writing or pictures) Green polo shirt, Green button-down, long-sleeve shirt, or Green sweatshirt with no hood attached for **Middle School Students only**.



High School Students

Uniforms are **required** of any student who attends HOPE Academy. HOPE Academy's dress code is **business casual**. The uniform consists of khaki pants, khaki shorts (of an appropriate length), or khaki skirt (of appropriate length) and a plain (no writing or pictures) navy blue polo shirt, navy blue button-down, long-sleeve shirt, or navy-blue sweatshirt with no hood attached for **High School Students only**.



Students may wear long-sleeved shirts under their polo shirts but they must be solid colors of blue, black, gray, or white.

Shirts must be tucked into the pants, shorts, or skirts, and belts must be worn if the pants, shorts, or skirts have belt loops. **Belts are not optional!**

Shorts or skirt length should pass the “Dollar Test”—Fold a dollar bill in half; place the fold at the top of the knee cap. If the skirt or dress reaches the top half of the dollar opposite the folded end, the length is appropriate; otherwise, the length is too short and unacceptable for school.

Shoes shall be worn at all times. Sandals, flip-flops, slides, house shoes, bedroom shoes, crocs, bubble slides, and open-toe shoes are prohibited.

Jewelry is permitted however, it must not be a distraction to the school setting and if so, the Principal will have the discretion to have the student remove the item.

If a student comes to school without the appropriate dress, he or she will be sent to the office immediately to call home. If the action continues, appropriate disciplinary measures will be taken. They are as follows:

- First Offence: Warning
- Second Offence: Overnight Suspension
- Third Offence: 1-day Suspension
- Fourth Offence: 3-day Suspension
- Fifth Offence: Referral for Expulsion

Students are expected to remove their hats or any other type of head covering upon entering the building. Hats or any other type of head covering are not to be worn at any time in a school building.

Clothing or accessories that are deemed to be a safety or health hazard will not be permitted. This includes, but is not limited to, sunglasses.

Detention

Although it is not the general policy of the school to detain students, there may be times when a student is assigned detention.

Students who serve detentions are expected to be at the designated location at the appointed time with study materials in hand. They are expected to study and/or read during the entire detention and cooperate with the requests of the teacher.

Failure to serve assigned detentions and/or meet the above expectations may result in suspension from school.

Gambling

No form of gambling is permitted on school property or at a school-sponsored function. Students are not allowed to bring to school or to play with any item used for the purpose of gambling.

Public Display of Affection

Public display of affection is not approved or permitted on school property or at a school function at any time. Proper conduct and behavior by all students are necessary for the appropriate atmosphere of learning to exist. Students will be warned only once. If the inappropriate action is not corrected, the student(s) will be subject to disciplinary action.

Restrooms

Clean, attractive restrooms need the constant care of each student. Many times, a visitor's first impression comes through the housekeeping he/she observes. It is the student's duty and obligation to do his/her part in keeping the restrooms clean for fellow students. Students are not to loiter in the restrooms at any time.

Searches and Seizures

To maintain order and security in the school and pursuant to state law school authorities may inspect, and search places and areas, such as desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students including, but not limited to, purses, wallets, book bags, knapsacks, etc., without notice to or consent of the students, without a search warrant.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs and/or metal detectors.

If a search does produce evidence that the student has violated or is violating either the law, local ordinances, or the district's/school's policies or rules, such evidence may be seized by school authorities and disciplinary action will be taken. School authorities may also turn over such evidence to law enforcement authorities.

Every reasonable measure will be taken to maintain school safety and security.

- Every student entering the facility will be searched and scanned with a metal detector.
- Students are required to have a **clear book bag and or purses** on the school grounds.
- Periodically, shoe and sock checks will be performed.
- All access doors are locked for student/staff safety at HOPE Academy and no student should ever open or prop any doors without the direct supervision of a staff member.
- All keys or items not related to education, as deemed by security and the administration, must be turned in at the beginning of the day and picked up at the conclusion of the day.

Health

A student who becomes ill or injured during the school day should obtain a pass from his/her school staff (except in the case of an emergency) before going to the main office. A student who must make an emergency visit to a restroom because of illness should report to the main office before returning to class. Under no circumstances are students to leave the school without proper authorization from the administrator or his designee.

It is very important for parents/guardians to submit accurate, current information regarding home and work phone numbers and names and phone numbers of a person to contact if parents/guardians cannot be reached regarding student illness or injury. Parents/guardians should also inform the school secretary of any changes in a student's health status which occurs during the school year.

Medication

If a student must take medication during school hours, the following policy applies. Prescription medication must be submitted to the main office. Prescription medication must be taken in the main office with the secretary present.

- Medication must be in the original, labeled container stating the student's name, name of the medication, amount to be taken, time to be taken, prescriber's name, and current date.
- The parent/guardian must provide a written request that the school comply with the physician's order to give the medication.
- **The authorized prescriber must provide a written request for changes in dosage or discontinuing medication.**

Student Activities

Extra-Curricular Activities

HOPE Academy students are not allowed to participate in extra-curricular activities at their home schools. If a HOPE Academy student is on the grounds of any school other than HOPE Academy during his/her placement here, he/she will be considered trespassing and subject to arrest.

Non-school Hours

Unless under the direct supervision of school staff, students are not to be in the building earlier than 7:20 a.m. or later than 4:00 p.m. Advisors of special groups using the building at night or on non-school days must obtain approval from the administrator. Students should be informed of the time the activity begins and ends. Advisors/sponsors are responsible for the members of their organization.

Student Services

Schedule:

I. Middle School Schedule

Check-In: 7:45-8:00

Homeroom: 8:00-8:15

Breakfast: 8:20- 8:30

1st Period: 8:35-9:45: ELA (iReady)

Restroom Break: 9:45-10:00

2nd Period: 10:00-10:50: SEL Services

Lunch: 11:00- 11:30

3rd Period: 11:35-12:35: Math (iReady)

4th Period: 12:40- 1:40: SC Coach Books

5th Period: 1:45-2:30: Behavior Intervention Session

6th Period: 2:35-3:30: Edmentum Course

Dismissal: 3:30

II. High School Schedule

Check-in Circle: 7:45-8:00

Homeroom: 8:00-8:15

Breakfast: 8:20- 8:30 AM

1st Period: 8:35-9:45: ELA Edmentum/Canvas

Restroom Break: 9:45-10:00

2nd Period: 10:00-11:00: Behavior Intervention Session-1

Lunch: 11:00- 11:30

3rd Period: 11:35-12:35: Math Edmentum/Canvas

4th Period: 12:40- 1:40: SEL Services

5th Period: 1:45-2:30: History Edmentum/Canvas-Behavior
Intervention Session-2

6th Period: 2:35-3:30: Science Edmentum/Canvas

Dismissal: 3:30

Course Work:

Edmentum:

For students who are placed in the Alternative School Program for 45 days to one calendar year, the HOPE Academy staff will use online classes through Edmentum. Edmentum Courseware offers an online curriculum for grades 6-12 learners. The students will be enrolled in 4 core classes (English, Math, Social Studies, and Science) to provide instruction. This will allow the students to earn the credit and or keep up with their grade level peers at their home school. Electives in the schedule may again be dropped or changed based on the best interest of the child.

Traditional:

- Students receive work from their home-based school teachers and return the completed work. The appropriate Lab Proctor will be the liaison between HOPE Academy and home-based school teachers.

Canvas:

- Home-based teachers will upload work in the Canvas System and the student will complete the work.

Social Emotional Learning:

- Definition: It is a process through which children, adolescents, and adults learn skills to support healthy development and relationships.
- Social and Emotional Learning Competencies:
 - A. Self-Awareness
 - B. Self-Management
 - C. Social Awareness
 - D. Relationship Skills
 - E. Responsible Decision-Making

Counseling:

- Students will receive mental health counseling (when appropriate), substance abuse counseling (when appropriate), problem resolution counseling etc.
- Students will be counseled by trained professionals.

Cafeteria

Please adhere to the following rules while in the cafeteria:

- Cutting or holding a place in line for other students is prohibited.
- Students are to be seated at their assigned tables(s).
- Students are responsible for depositing all lunch items into the trash receptacle when instructed to do so.
- Throwing food in the cafeteria is strictly prohibited.
- No food or drink is allowed outside of the cafeteria.

All students are expected to remain seated when they are not eating in the cafeteria. Students will be instructed when to exit for class or break.

Parents (or any other persons) are not allowed to bring food to school for their children. Students are not allowed to call out to order food or to call home for food. Students are restricted (excluding medical exceptions) to eating the meals provided by the cafeteria unless approved by the principal.

Students are not allowed to bring any bottles, cans, or other containers holding any kind of liquid to school for any reason.

Failure to observe these rules and regulations will result in disciplinary action.

Emergency Drills

Fire

Signaled by one continuous alarm—At the sound of the signal, students should move quietly and orderly out of the building, according to the exit plan posted in each classroom. Windows and doors should be closed by the school staff. Students should take all personal items with them and stand well clear of the building once outside. Students are not to return to the building until directed to do so by the school staff.

Disaster/Tornado

Signaled by three consecutive short rings of the bell system, repeated several times—At the sound of the signal, students are to move a single file to assigned areas. Students are to bring coats or wraps that can be used to cover/protect the head. Students will sit on the floor with their knees drawn up and their hands over their heads between their knees.

Earthquake

During an earthquake or at the first sign of ground shaking, students should react immediately by following the procedures outlined below:

- Immediately take cover under desks or tables and turn away from windows.
- Remain in a sheltered position for at least sixty (60) seconds.
- Be silent and listen to instructions.

Internet Access

Each student and his/her parent must sign the WCSD Internet Policy Form. Please read this document carefully before signing. Students will not be allowed Internet access without the return of a signed form by both the parent/guardian and the student.

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource

sharing, allowing electronic communication, and improving methods for learning and research.

The purposes of providing Internet access in the school are to allow access to new means of gathering information, to provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end, HOPE Academy reserves the right to limit access by students and to prohibit student access to network resourcing, Internet files, information, or sites that certified employees believe are not appropriate to the educational activity assigned or permitted.

Students are prohibited from using the computer to access any website unauthorized by the school. This includes, but is not limited to, sites that comprise electronic mail, music, games, lyrics, pornography, messaging, and/or chat rooms.

Additionally, student misuse of computers, networks, or the Internet may result in legal liability of the student and/or his/her parent/guardian.

The failure of any user to follow the terms and conditions of district or school policy regarding Internet access will result in the user's loss of those privileges and may result in disciplinary action. The consequences are as follows:

- First Offence: Warning
- Second Offence: Overnight Suspension
- Third Offence: 1-day Suspension
- Fourth Offence: 3-day Suspension
- Fifth Offence: Referral for Expulsion

Lost and Found

The office maintains a “Lost and Found” location for items misplaced or placed by students throughout the school year. If a student has lost something, he/she may contact the office for permission to look through the lost and found items.

The school is not responsible for lost money, jewelry, and/or other valuable articles. Items unclaimed at the conclusion of the school year will be discarded.

Telephone

Students are allowed to use the telephone in the main office only in case of an emergency. Any unauthorized use of a school phone will result in disciplinary action.

It is not possible to accept and hand deliver messages that come to the school without interrupting classes and interfering with the learning environment the faculty, staff, and administration work so hard to maintain. For this reason, calls for students should be for emergencies only.

A student is not to leave class to use the telephone, except in the case of an emergency, at which time he/she should have a valid pass from the teacher to whom he/she is assigned at that time. Otherwise, the student will be subject to disciplinary action.

Student Transportation

Buses

Students who ride buses are subject to all district policies and procedures relating to bus transportation. **Riding the school bus is a privilege not a right.** Students are subject to suspension from the bus and/or for failing to adhere to district procedures regarding bus travel.

If a student needs to ride a bus other than the one assigned to him/her at the beginning of the year, the parent must request this change in writing. If the request is not in writing and verified by a school official, the student must ride his/her original assigned bus.

Drop Off

Bus riders will be dropped off in between the gym and HOPE Academy. Students should immediately enter the building and sign in at the designated area. Students are not allowed to loiter outside of the school building for any reason.

Pick Up

At the end of the day, bus riders will sit and wait in assigned classrooms to be dismissed.

Car Riders

Students are prohibited from driving personal vehicles to school.

Drop Off

Car riders should be dropped off in front of the HOPE Academy of the school no sooner than 7:20 a.m. Students should immediately enter the building and sign in at the designated area. Students are not allowed to loiter outside of the school building for any reason.

Pick Up

Car riders should be picked up in front of the school at 3:30 p.m. and no later than 4:00 p.m.

Parents/Guardians must contact HOPE Academy in writing should their child need to ride with someone other than the designee assigned by the parent/guardian during the intake procedure.

Walkers

Walkers are to enter at the front entrance of HOPE Academy immediately after arriving on the school grounds. Students who are walking to school should arrive no sooner than 7:20 a.m. Students should enter the building and sign in at the designated area. Students are not allowed to loiter outside of the school building for any reason.

Walkers are dismissed from HOPE Academy at 3:30 p.m. Students who walk home from school should leave the school grounds immediately upon dismissal unless otherwise instructed by the principal.

General Information

Cell Phones

Cell phones and any other electronic devices are not permitted on the school campus during the school day. If a student has cell phone or other electronic device in his/her possession during the school day, it may be confiscated, the following consequences shall be enforced:

- First Offense: Warning. Item returned to parent only.
- Second Offense: \$25 fine. Item returned to parent only.
- Third Offense: Item confiscated until end of year.
Returned to parent only at that time.

The school is not responsible for the loss or theft of any electronic device.

Fighting on Campus

Fighting on campus is strictly prohibited. Any student who fights on campus will be referred to the Office of Student Services for an expulsion hearing. Additionally, any student involved in a fight may be charged with "Disorderly Conduct" and may be subject to arrest. All penalties and consequences for such a charge will be vigorously pursued.

School/Office Hours

The HOPE Academy office will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday, corresponding to the Williamsburg County School District 2024-2025 calendar.

Trespassing

Persons who have no legitimate business on campus will be subject to trespassing charges and will be reported to the appropriate law enforcement agency.

Students who return to school while on suspension will be considered trespassing and, as such, are subject to five days of suspension and the possibility of trespassing charges being filed.

Visitors

We make every effort to be gracious and hospitable, but we cannot allow visitations that may interfere with the educational setting of the school. To that end, classroom instruction will not be interrupted after class begins. School staff will not be allowed to conference during class time under any circumstances. All visitors should sign in at the main office.

Classroom visits by parents will be allowed at the beginning of a class period. Please observe the following guidelines.

- The parent notifies the principal of a desire to visit a classroom.
- The parent and principal agree on the date and time.
- The parent reports to the main office on the date of the visit and requests to see the principal.
- The parent receives a visitor's badge to be worn at all times during the visit. The principal or his designee escorts the parent to the classroom during the class change.
- Once in the room, the parent will do nothing to disturb the class or interfere with instruction in the class.
- As soon as the parent leaves the room, he/she must return immediately to the office, notify the principal or his designee that the classroom visit is completed, and return the visitor's badge.

EMERGENCY CODES

No Immediate Danger

Remain In Classroom

Continue teaching

No Cell Phones

Active Shooter/Intruder

Go Dark, Be Quiet

Bunker Down until

Evacuated

Safe Zone

Possible Threat

Remain in Classroom

Go Dark, Be Quiet

Stop Teaching

Bomb Threat

No Cell Phones or Radios

Evacuate like Fire Drill

Eyes Open, Report