

A scholar shall not be prohibited from possessing or using a cell phone under any of the following circumstances:

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to a scholar to possess or use a cell phone, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician and surgeon determines that the possession or use of a cell phone is necessary for the health or well-being of the scholar.
4. When the possession or use of a cell phone is required in a scholar's individualized education program.

Scholars who do not follow this policy will have their cell phones confiscated. At the discretion of the Principal or administrative designee, only a parent/guardian may collect items confiscated from scholars. The school is not responsible for any loss or damage. Scholars may also be subject to other disciplinary action.

Skateboards and Bicycles

Scholars may ride a skateboard or bicycle to school. During school hours, scholars must store their skateboard or bicycle in a designated storage area. Scholars may not ride their skateboard or bicycle during the school day or on school grounds. Scholars who do not adhere to these conditions will have their skateboard/bicycle confiscated. At the discretion of the Principal or administrative designee, only a parent/guardian may collect items confiscated from scholars. The school is not responsible for any loss or damage.

Lost and Found

The Lost and Found will be housed in the school main office. Scholars that have lost an item at school (e.g., clothing, keys) should check with the main office to see if the items have been turned in. Unclaimed items may be donated to charity or discarded on a regular basis.

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Visitor

The safety and security of staff and scholars at every Alliance school is of utmost importance. A critical part of creating a safe campus environment is for the administration, as well as those individuals or classrooms receiving visitors, to have advance knowledge of all visitors. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor. The following procedures for visiting an Alliance school will be strictly followed.

Closed Campus

Each Alliance school is a closed campus. All scholars are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a scholar away from school during the regular school day without first obtaining proper permission from a designated school official.

Visitor Policy, Sign-in, and Verification

The Principal is responsible for managing involvement of volunteers and visitors, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program and preserve the peaceful conduct of school activities. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for scholars and staff members or for the visitors themselves. No outsider—which would include immigration-enforcement officers—shall enter

or remain on school grounds of the school's campus during school hours without having registered with the Principal or designee.

All Campus Visitors Must

- Request an appointment for a visitation date and time from the office staff before entering the school office. As much advance notice as possible should be given, but no visitor can be guaranteed entry to the campus on a specific date and time.
- Sign into the visitor's log immediately upon entrance, providing all requested information (e.g., visitor's name, date, time, purpose of visit, other additional information the school may require). This is for the safety of scholars, staff, as well as the individual in case of emergency. Failure to provide information will be grounds for denial of access.
- Show identification. Failure to provide information will be grounds for denial of access.
- Complete a visitor's badge and obtain the Principal's or designee's approval before proceeding. The visitor's badge may include the following information: visitor name, date, time, destination and office approval. You may be required to wait depending on the Principal's or designee's availability.
- Wear a visitor's badge at all times during your stay at the school.
- Keep observation of classroom activity to a particular purpose and reasonable frequency, as determined by the school.
- Follow the established procedures for scheduling an appointment with the teacher(s).
- Return the visitor's badge to the school office before leaving the campus and sign out. You must indicate on the visitor's log the time you are leaving the school.

Some Important Rules for All Visitors:

- The staff person/scholar you are visiting must be on campus that day and aware of the visit.
- Visitors must be escorted by designated school personnel at all times on campus unless otherwise permitted by the Principal.
- Do not interfere with any school activity during the visitation. Visiting the school is a privilege, not a right.
- Enter and leave the classroom as quietly as possible when class is in session.
- While class is in session, do not converse with scholars, teachers, and/or instructional aides during the visitation unless explicitly permitted.

Failure to follow any of these basic procedures may result in a visitor not receiving authorization to enter the building and/or being barred from future visits.

Alliance schools, where it has such authority, shall post signs at the entrance of its school grounds or in the school main office to notify stakeholders of the hours and requirements for visitors.

School personnel shall report entry by immigration-enforcement officers to the Principal or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the Principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

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