

Battle Academy for Teaching and Learning

August 22, 2016

Dear Battle Parents,

We want to make sure you are aware of important safety information. The Hamilton County Department of Education (HCDE) has an Emergency Preparedness Plan to provide administrators with guidelines on how to respond during a variety of emergency situations. The plan addresses natural disasters such as fires, tornadoes and emergencies made by people including intrusions. Realizing that written plans and guides serve as a framework, Battle Academy has a detailed school level plan that utilizes information from the HCDE Emergency Preparedness plan. The plan includes the Universal Emergency Procedures for evacuations, lockdowns and severe weather. In addition, the plan includes contact numbers, assigned roles and responsibilities of staff members, assembly areas and maps for evacuation routes and locations.

As an administrator, I know the importance of having a plan and how to respond during an emergency. Last school year, an officer with the Homeland Security/Bomb Squad walked through the school building to assess how we can maintain and improve our school's safety. In addition, Tim Harper, Safety and Compliance Manager for Hamilton County Schools has visited the school and spoken with staff members. To build relationships and promote community, I have talked with several police officers that are assigned to our area during the school day. Also, first responders from the nearby fire hall are familiar with and have access to our building. **Please be advised- Security cameras have been installed and records 24 hours a day inside and outside of the school building.**

Recently, the HCDE School Board updated policies regarding chaperones on field trips to increase student safety. For parents who attend out of town field trips, they must serve as a chaperone and complete a background check. Parents who choose to attend day field trips without a background check cannot serve as a chaperone and must secure their own transportation and field study fees. Per HCDE Magnet Policies, parents may receive up to 9 hours for field studies. In order to receive the 9 hours, parents must serve the role as chaperone. For more information on how to earn hours during field studies, please talk with your child's teacher. Please refer to the Magnet Policy provided during registration on activities that meet parent volunteer requirements. It is the responsibility of the parent to pay the \$38 cost for the background check. For information on how to complete this process and pay the required fee, contact the main office.

To protect our students and staff, please follow all school procedures and guidelines outlined in the Student Handbook and school website. Here are a few reminders of Battle Academy's procedures that parents, guests and visitors are expected to follow:

- As stated on the Commitment to Adhere to School Policies, *"At all times, visitors, parents and guardians are expected to respect the learning environment and school grounds. Aggressive, defiant, disrespectful or other inappropriate behaviors and language will not be tolerated for any reason. Please be advised incidents of this nature may result in a ban from the school grounds and building."*
- Go to the office to sign in for appointments or to volunteer. All visitors must wear a visitor's pass. Visitors may not roam the halls or visit classrooms without a Battle Office Staff Member. Visitors working with students must make arrangements in advance and follow volunteer guidelines.
- Outside doors must be locked during the school day and entry is only permissible through the main entrance located on Long Street. No one is allowed access through any other doors during regular school hours. Entry at the bus doors and doors located on Market Street for walkers are only permissible during arrival and dismissal time periods when staff members are present.
- For early dismissal, students will not be dismissed to anyone not listed on the registration card; those people will be required to show proof of identification. **Please keep us updated of any changes to your child's registration card information.**

- The intercom and classroom phones are not used for early dismissal. **If you need to pick your child up early for dismissal, please be prepared to wait for an office staff member to locate your child and pull them from the classroom.** In addition, your child will need time to pack their belongings and walk to the Gallery area.
- It is the responsibility of parents to notify the office staff, teacher and administration of legal documents or custodial changes. Ex. custody or restraining orders.
- Battle Staff Members are on duty at 7:35am for arrival. All students not enrolled in School Age Child Care and/or participating in an after school program must be picked up no later than 3:20pm. The staff members that are on morning and afternoon duty deserve your respect and compliance regarding school rules to ensure the safety of our students. Please plan your day so that you are able to comply with school policies and procedures.
- During dismissal in the car rider line, students will not be released to anyone unfamiliar to the dismissal team. The individual will need to park and come to the office for the student.
- If you want your child signed out for dismissal, please notify your child's teacher to make the change from car rider to walker.
- **Morning drop-off begins at 7:35am. Please keep your child in your car until they are signaled to exit by a Battle staff member.**
- There are two lanes for drop-off and pick-up. If you are in the front of the line, please pull forward to the STOP sign. To expedite the process, have your child ready to exit when they are signaled to do so.
- **There are NO LEFT TURNS into the Battle parking lot between 7:30-8:00am and 2:45-3:15pm.** This is a requirement set by the ambulance station that neighbors our school.
- Please do not block the driveways of any residential or commercial property. Please do not park in the UTCCC space or handicap space unless you have a permit.

Last but not least, it is extremely important for you to provide the office staff with updated contact information which includes phone numbers and email addresses. HCDE may utilize the School Messenger system to provide information and updates. Incorrect information and nonworking phone numbers can prevent the school from reaching you in an emergency. If your phone number, email or address changes, please inform the school.

We realize these security procedures may be inconvenient for parents and visitors. However, it is necessary for us to take these precautions to protect our children.

If you have any questions or would like to view the school level emergency plan, please contact the school and a staff member will assist you.

Sincerely,

Saunya V. Goss

Ms. Saunya V. Goss
Principal