BOARD POLICY - CLASSROOM AND SCHOOL VISITATION , VOLUNTEER, AND REMOVAL

While the Charter School encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, the Charter School also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the School has established the following procedures, pursuant to California Penal Code Sections 627, et. seq., to facilitate visits during regular school days:

1. Visits during school hours for the purpose of classroom observation should first be arranged with the teacher and Executive Director or designee, at least 24 hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to observe a classroom during school hours must first obtain the written approval of the classroom teacher and the Executive Director or designee. Except for unusual circumstances, approved by the Executive Director, classroom observations should not exceed approximately 45 minutes in length and may not occur more than once per week.

2. When there are a large number of requests, the Charter School shall schedule a minimum of two (2) observation days per school year for parents who are considering application for enrollment. Interested parent observers shall be asked to conduct their observations on one of the scheduled days.

3. All visitors shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor may be required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises.

4. The Executive Director, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

5. The Executive Director or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.

6. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.

7. The classroom teacher has full discretion as to their use of volunteers and the time and duration of in-class volunteer participation.

8. Visitors volunteering in classrooms shall follow all other guidelines indicated elsewhere in this policy. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to parent volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide, the volunteer may leave their volunteer position for that day.

9. Information gained by volunteers regarding individual students (e.g. academic performance or behavior) is to be maintained in strict confidentiality. Questions or comments concerning a child's academic performance or behavior must be done in a separate meeting between parent and teacher, as arranged with the teacher. Student discipline is to be left to the teacher, even for a parent volunteer's own child, with the exception of light reminders to students to stay on task.

10. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Executive Director. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to the Executive Director. The Executive Director shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Executive Director shall be held within seven days after the Executive Director receives the request. The Executive Director shall respond within seven work days. If no resolution can be agreed upon, the Executive Director shall forward notice of the complaint to the Board of Directors, and submitted to the Dispute Resolution Committee, a committee appointed by the Board of Directors. This committee will be advisory only and will bring a suggested resolution to the Board for final action. The Board shall address the recommendations of the Dispute Resolution Committee upon the next Regular Board meeting following the availability of those recommendations.

11. The Executive Director or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

12. At each entrance to the Charter School grounds, signs shall be posted specifying the hours during which registration is required, stating where the office of the Executive Director or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.

13. No electronic listening or recording device may be used by students or a visitor in a classroom without the teacher's and Executive Director's written permission.

Legal Compliance

1. All regularly scheduled campus volunteers shall have a current and clear TB test on file with the Charter School office prior to volunteering.

2. Certain volunteers may be required to have a clear fingerprint live scan on file with the Charter School office prior to volunteering. The Executive Director shall develop procedures to comply with current laws and safety guidelines regarding live scan testing for campus volunteers.

3. The Executive Director shall be responsible for reviewing all applications for volunteer approval, signifying completeness and compliance by an authorizing signature, prior to any person volunteering on or off campus with regard to our students.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to $500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

Adoption

1. This board policy was originally adopted by the Forest Ranch Charter School governing board on March 23, 2011.
2. This board policy was recently reviewed by the Forest Ranch Charter School governing board on March 21, 2017.
3. The next annual review will occur on or before March 21, 2018.