

DIEGO HILLS CENTRAL PUBLIC CHARTER SCHOOL

SCHOOL VOLUNTEER, VISITATION, AND REMOVAL POLICY

While Diego Hills Central Public Charter School (“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, school volunteers can be extremely helpful to our teachers and valuable to our students. We thank all parents and community members 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 Charter School has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

Parents, guardians or community members who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Prior to volunteering, all volunteers are required to review the Volunteer Handbook and submit a signed Volunteer Program Handbook Acknowledgment Form agreeing to abide by the provisions of the Handbook at all times during volunteer service.
2. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted, and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
3. A volunteer who will have frequent or prolonged contact with students shall have on file with the Charter School a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required.
4. Volunteering must be arranged with the Charter School Principal or designee at least forty-eight (48) hours in advance.
5. Volunteer hours may be limited to a monthly maximum number of hours at the discretion of the Principal or designee.
6. Prior to volunteering, the volunteer should communicate with the Principal and/or teacher to discuss the expectations for volunteering needs. Parent/guardian volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Volunteers must follow the instructions provided by the Charter School staff. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable

following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.

7. Information gained by volunteers regarding students (e.g., academic performance or behavior) is to be maintained in strict confidentiality.
8. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
9. This Policy does not authorize the Charter School to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

Visitation

1. Visits during school hours should first be arranged with the Principal or designee and teacher, if applicable, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit the school during school hours must first obtain the approval of the teacher and the Principal or designee.

Unless specifically authorized, parents, guardians, family, and friends are not permitted in the classroom area. The reception area is available for anyone waiting for a student to complete his/her classroom appointments.

2. All visitors – including immigration-enforcement officers – shall register in the Visitors Log Book and complete and wear an ID badge in the main office immediately upon entering any school building or grounds during regular school hours.

When registering, the visitor is required to provide the following information:

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

For purposes of school safety and security, the Principal or designee shall wear an ID badge at all times while on school premises.

Charter School personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

3. Except for unusual circumstances, approved by the Principal, school visits should not exceed approximately sixty (60) minutes in length and may not occur more than once per month.

4. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Principal's written permission.
5. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
6. The Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
7. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the Charter School's orderly operation. If consent is withdrawn by someone other than the Principal, the Principal may reinstate consent for the visitor if the Principal believes that the person's presence will not constitute a disruption or substantial and material threat to the Charter School's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
8. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal 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.
9. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal with fourteen (14) days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Principal shall be held within seven (7) days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to the Charter School Board of Directors. The Charter School Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.
10. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
11. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

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 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to the Charter School's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.