



Classroom and School Volunteer, Observation and Removal Policy

While Westlake Charter School (WCS) encourages parents/guardians and interested members of the community to visit and view its educational program, WCS 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 instructional program, WCS has established the following procedures to facilitate volunteering and visitations during regular school days:

Volunteering

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

1. 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.
2. Prior to participating as a volunteer for frequent or prolonged contact with pupils, such as regularly-scheduled classroom volunteering and field trips where cumulative face-to-face time with students exceeds 8 hours, a volunteer shall also have on file with WCS a certificate showing that she/he has completed a tuberculosis risk assessment or tested negative for Tuberculosis in the last 4 years from their health care provider.
3. A volunteer shall contact the classroom teacher at least 24 hours prior to coming in to volunteer in the classroom. This will give the classroom teacher a chance to be prepared and make volunteer time as efficient as possible. All volunteers are asked to wait until after the first eight (8) days of school are completed before coming on campus to volunteer. This allows our Explorers and their teachers to build community within their classroom spaces.
4. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. 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 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.
5. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
6. Volunteers shall follow and be governed by all other guidelines indicated elsewhere



in this Policy. This includes, but is not limited to, the processes of registering and removal from campus as indicated below.

7. This Policy does not authorize WCS to permit a parent/guardian to be on 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.

Observation

1. Observations during school hours should first be arranged with the teacher and the Principal or designee, 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 observe a classroom during school hours must first obtain the approval of the classroom teacher and the Principal or designee.

2. All visitors shall register in the main 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, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, all visitors shall wear a Visitor's Badge while on school premises.

3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. WCS shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by WCS, consistent with the law. The Executive Director or designee shall timely notify the WCS Board of Directors and the Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

4. Except for unusual circumstances as approved by the Principal, observations should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.

5. 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.

6. Before leaving campus, the visitor shall return the Visitor's Badge and sign out in the main office.

Adopted/Ratified: January 14, 2008

Revision Dates: August 12, 2013, March 14, 2019



Removal

1. The Executive Director, or designee, may refuse to register anyone if it is believed that the presence of that individual would cause a threat of disruption or physical injury to teachers, other employees, or students.
2. The Executive Director or designee may withdraw consent to be on campus even if that person has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt WCS' orderly operation. If consent is withdrawn by someone other than the Executive Director, the Executive Director may reinstate consent if the Executive Director believes that the person's presence will not constitute a disruption or substantial and material threat to WCS' orderly operation. Consent can be withdrawn for up to fourteen (14) days.
3. The Executive Director or designee may request that any person who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a person is directed to leave, the Executive Director or designee shall inform the person that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
4. Any person that is denied registration or has his/her registration revoked may request a conference with 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 conference is to be sent, and shall be delivered to the Executive Director with fourteen (14) days of the denial or revocation of consent. The Executive Director 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 Executive Director or designee shall be held within seven (7) days after the Executive Director receives the request. If no resolution can be agreed upon, the Executive Director shall forward notice of the complaint to the WCS Board of Directors. The WCS Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.
5. At each entrance to the campus, 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.
6. The Executive Director or designee shall seek the assistance of the police in managing or reporting any person 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 or imprisonment in the County jail for a period of up to six (6) months or both.

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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 WCS' 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.