



VISITORS TO SCHOOL CAMPUSES POLICY

Board Approved 11/30 2017

Policy Statement

ICEF Public Schools is committed to providing a safe and secure learning environment for all of its students and staff. The following guidelines are intended to ensure the safety of our school community, monitor movement within our school campuses, and minimize disruption to the educational and learning processes.

Visitor Check-in Procedures

1. Upon entering campus, all visitors must check-in at the school's main office where they must present a valid identification card to be scanned by a background check system.
2. All visitors will be given a Visitor's Pass, which they must wear during the entire duration of the visit. Individuals on campus who are not wearing a Visitor's Pass will be immediately escorted out.
3. All visitors must return to the main office and check-out when leaving the school.

Visits to school premises may be prohibited at certain times (i.e. during standardized testing), as deemed necessary by the School Principal. In such instances, school administrators will provide prior parent notification, indicating dates, times, and any reason(s) why school visitors will not be allowed.

Background Check

ICEF Public Schools uses technology to a conduct background check as part of the check-in process at each of its school sites. The technology performs a national sex offender check on every visitor every time they enter the campus.

Without exception, all visitors must have their identification card scanned at the front office prior to entering the campus. Visitors include parents/guardians, school substitutes, contractors, delivery persons, students not attending the school, and other persons on campus who are not enrolled students or staff members.

Visitor's Conduct

All visitors must follow school rules and model appropriate behavior. All visitors must be respectful to school staff, students, other parents/guardians and volunteers during all visits, meetings, and events. In keeping with our student dress code, visitors should present themselves in a mature and sensible manner during any school visits, meetings, and events. Correspondingly, school personnel

will ensure that all visitors are courteously received and that sincere efforts are made to provide visitors with assistance.

Parents/guardians are welcomed to express any questions and concerns, provided that it is done in a calm, logical, and respectful manner. Rude, lewd, or hostile behavior (such as yelling, name calling, or threats, etc.) is counterproductive in resolving issues and will not be tolerated from visitors. Visitors who willfully violate the code of conduct, school rules and policies, interfere with the discipline, order or activity with the intent to disrupt, obstruct, or inflict damage to property or cause bodily injury upon anyone, may be asked to leave and will be restricted from entering school premises in the future.

Prohibited Behavior by School Visitors on ICEF Campuses

- Use of profanity and being disrespectful to any school staff, student, or parent/guardian.
- Being hostile or intimidating to any teacher, staff, student, or parent/guardian.
- Assault and/or battery of school staff, student or parents/guardian.
- Fighting on or near school campus.
- Unlawful possession and/or being under the influence of any illicit drug(s) or alcohol while on school campus
- Unlawful possession of any weapons on school campus
- Any acts of vandalism
- Inciting an unlawful riot or public disturbance.

Adults and minors over 16 years of age who enter a school campus and fail to adhere to the aforementioned guidelines may be reported to the appropriate police agency and may be subject to criminal charges.

Emergency Lock-Down

Visitors will not be allowed to enter the school during an Emergency Lock Down situation. During such an event, visitors inside of the school must remain inside of the classroom or take shelter in the nearest classroom. Visitors must follow instructions provided by school personnel.

Parent/Guardian Classroom Observations

Parent/guardian involvement is highly encouraged at all ICEF campuses. One way for parents/guardians to become involved in their child's school is by conducting a classroom observation. A classroom observation is a planned or unplanned classroom visitation of no more than 20 minutes that allows parents/guardians to observe their child in their learning environment. If a parent/guardian would like to observe for longer periods of the school day, they must first make an appointment with the office manager and obtain approval from the School Principal. Unless proof of a court order that restricts contact with the student has been provided to the school's office, both custodial and non-custodial parents have rights to visit their child's school.

It is very important that parents/guardians adhere to the following regulations when conducting a classroom observation:

1. Parents/guardians must first report to the school's main office before proceeding to the student's classroom.

2. Other family members/visitors will not be allowed to accompany parents/guardians in the classroom observations. Please make childcare arrangements ahead of time, as small children are not allowed in the classroom observation.
3. Parents/guardians must ensure cell phones and electronics are turned off or put in silent mode before entering any classroom.
4. Parents/guardians must enter and leave the classroom quietly.
5. Parents/guardians cannot speak with the teacher or students during class time.
6. Parents/guardians cannot stay longer than the allotted 20 minutes without the School Principal's permission.

References

California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).