

Bridges Charter School 	Board Policy- Volunteers	
Policy Number: BP 1240	Adopted: 10/10/11	Replaced: 01/14/19

PURPOSE

Bridges Charter School welcomes parents/guardians and other members of the community to share their time, knowledge, and abilities with students. The wealth of expertise in the school community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our school's relationships with the homes, businesses, industries, public agencies, and private institutions of our community.

Nevertheless, to ensure the safety of students and staff as well as to minimize the interruption of the instructional program, Bridges Charter School 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 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. A volunteer shall also have on file with Bridges 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. At the discretion of Bridges Charter School's Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with students.
3. Volunteering must be arranged with the classroom teacher in advance.
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 aide, the volunteer may leave their volunteer position for that day.

5. Information gained by volunteers regarding students (e.g. academic performance or behaviors) 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 process of registering and signing out of campus at the main office as indicated below.
7. This policy does not authorize Bridges Charter School to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining 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 teacher and Executive Director or designee. 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.
2. All visitors shall register with Lobbyguard and obtain a Visitor's Permit in the main office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide their ID. For purposes of school safety and security, Bridges requires a visible means of identification for visitors while on school premises.
3. While on campus, visitors are to enter and leave classrooms as quietly as possible in the least intrusive way possible. No electronic listening or recording device may be used in a classroom without the teacher's and Director's written permission.
4. Before leaving campus, visitors should sign out via Lobbyguard in the main office.
5. The Director, or designees, 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.
6. The Director 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 Bridges Charter School's orderly operation. If consent is withdrawn by someone other than the Director, the Director may reinstate consent for the visitor if the Director believes that the person's presence will not constitute a disruption or substantial and material threat to Bridges Charter School's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
7. The Director 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 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.
8. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Director or Assistant 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 Director within fourteen (14) days of the denial or

revocation of consent. The 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 Director shall be held within seven (7) days after the Director receives the request. If no resolution can be agreed upon, the Director shall forward notice of the complaint to the Bridges Board of Directors. The Bridges Board of Directors shall address the Complaint at the next regularly scheduled board meeting and make a final determination.

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

10. The Director 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.
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 of no less than \$500.00 (five hundred 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 Bridges 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.

Overview of Possible Legal Responses to Disruptive Visitors on Campus (Not Mutually Exclusive)

- Maintain and communicate appropriate visitor policies and procedures.
- Maintain and communicate appropriate volunteer policies and procedures.
- Consider an Early Intervention Meeting between Administration and Disruptive Parents as early as possible to avoid increasing disruptive behaviors.
 - Include more than one school representative.
 - Verbalize behavioral expectations.
 - Follow up in writing with a warning letter and attach any relevant policies and procedures.

- Engage in other early interventions.
 - Limit any electronic communications.
 - Engage in volunteer trainings.
 - Supervise and strongly monitor the school parking lot/driveway for poor behavior by parents during drop-off and pick-up.
 - Proactively seek police reinforcement.
 - Investigate all complaints and document investigations.
- Revoke consent to be on campus (7 or 14 days) -- Document with letter.
- Call the police in the case of emergencies.
- Seek a workplace violence injunction in the case of unlawful violence or a credible threat of violence.

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