



**POLICY NO.: 2018.040 – REVISED 09.2022**

### **Classroom and School Volunteer, Visitation, and Removal Policy**

While Great Valley Academy (“GVA”) encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, GVA’s priority is creating a safe environment for students and staff. Parents volunteering in the classroom can be helpful to our teachers and valuable to our students, and we are grateful to parents for their willingness to volunteer in this manner.

Volunteers are individuals who donate their time, without financial compensation, to benefit GVA. The volunteer’s participation may occur in a classroom setting during the school day or outside the school setting, as part of an extracurricular activity.

#### **Volunteer Opportunities include:**

- Tutoring/Mentoring
- Athletics
- Performing Arts/Music programs
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Playground/Recess/Parking Lot supervision
- Fundraising events

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, GVA 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 requirements:

1. Volunteers shall be (1) fingerprinted and (2) receive Department of Justice background clearance prior to volunteering. GVA reserves the right to restrict certain activities performed by a volunteer based on their background report. Additionally, background reports with serious or felony convictions (pursuant to Ed Code 45122.1) or the requirement to register as a sex offender under California law (Penal Code 290) will be prohibited from volunteering.

2. A volunteer shall also have on file with GVA 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 within the last 60 days before volunteering. If no risk factors are identified, an examination is not required and only a certificate be provided. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.
3. Volunteers may not bring siblings or other children to campus during their volunteer time.
4. Volunteer hours must be arranged with the classroom teacher at least forty-eight (48) hours in advance.
5. 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.
6. **In accordance with federal law, all school volunteers are expected to maintain strict confidentiality while volunteering at the school.** All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful.
7. 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. Volunteers must model kindness and respect to others while volunteering for GVA.
8. This policy does not authorize GVA to permit a parent/guardian to volunteer 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.
9. Volunteers understand that they will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage while volunteering. Volunteers agree to waive all claims against GVA and hold GVA, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with their participation in volunteering at GVA.

## **Visitors**

Visitors are individuals who are usually on campus less than 30 minutes for the purpose of supporting their student.

### **Visits include:**

- Classroom culminating events
- Birthday parties
- Assemblies
- Parent Conferences
- Dropping off student items (lunch, backpack, etc.)

GVA has established the following procedures, to facilitate visits on campus during regular school days:

1. Visitors must sign in at the front office or designated visitor entry point and be provided a visitor sticker that must be visibly worn at all times while on campus.
2. Visitors who bring non-GVA children on campus during their visit are required to provide supervision for the child(ren). Only GVA students are allowed to use playground equipment. GVA reserves the right to not permit non-GVA students on campus at any time without notification.
3. Visitors should limit their time on campus to 30 minutes or less. Visitors planning to be on campus greater than 30 minutes should adhere to the volunteer requirements listed in this policy.
4. Former GVA students or staff children who are 17 years of age and under may be on campus as a visitor (30 minutes or less). They must also sign in with the front office and receive a visitor sticker.
5. This policy does not authorize GVA to permit a parent/guardian to 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.

### **General Requirements for Volunteers and Visitors**

1. School policy prohibits discrimination of volunteers/visitors on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.
2. Each campus may determine appropriate times during the day when volunteers/visitors may be on campus in order to provide the utmost safety for our staff and students.
3. All volunteers/visitors shall register in the appropriate log book and affix the appropriate sticker in a visible location on their clothing in the main office immediately upon entering

any school building or grounds during regular school hours. When registering, the volunteer/visitor is required to provide his/her name, address, his/her purpose for entering school grounds, and proof of identity.

4. While on campus, volunteers/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. Volunteers/visitors may only take pictures or videos of their own child and only with the permission of the teacher or administrator.
5. Before leaving campus, the volunteer/visitor shall sign out of the appropriate log book in the main office.
6. The Principal, or designee, may refuse to allow a visitor/volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption and possible safety issue to teachers, other employees, or students.
7. The Principal or designee may withdraw consent to be on campus even if the visitor/volunteer has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt GVA's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
8. The Principal or designee may request that a volunteer/visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a volunteer/visitor is directed to leave, the Principal or designee shall inform the volunteer/visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor pursuant to California Penal Code 626.8.
9. Any volunteer/visitor that is denied entry or has his/her entry revoked may request a conference with the Chief Operating Officer. 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 Chief Operating Officer within fourteen (14) school days of the denial or revocation of consent. The Chief Operating Officer shall promptly inform via e-mail, Parent Square or mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Chief Operating Officer shall be held within fourteen (14) school days after the Chief Operating Officer receives the request. If no resolution can be agreed upon, the Chief Operating Officer shall forward notice of the complaint to GVA's Chief Executive Officer. The Chief Executive Officer shall address the complaint with the Principal and Chief Operating Officer and make a final determination.
10. The Principal or designee shall seek the assistance of the police in managing or reporting any volunteer/visitor in violation of this policy.

## Penalties

1. Pursuant to the California Penal Code 626.8, if a volunteer/visitor does not leave after being asked or if the volunteer/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 GVA'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.