


<p>Bridges Charter School</p> 	<p>Board Policy-</p> <p>Volunteers and Visitation</p>	
<p>Policy Number:</p> <p>BP 1240</p>	<p>Adopted:</p> <p>10/10/11</p>	<p>Replaced: 09/14/20 Revised: 10/04/21</p>

PURPOSE

Bridges Charter School (“Bridges” or the “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 in order to achieve the intended benefits of volunteer assistance, and to ensure a safe school environment and mitigate risk of non-compliance to legal statute.

Visitation

1. Visits during school hours should first be arranged with the teacher and Executive Director, Assistant Director, 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.
2. Parents/guardians seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Executive Director, Assistant Director, or designee. Except for unusual circumstances, all visits must be approved by the Director, Assistant Director, or designee, and visits should not exceed approximately twenty (20) minutes in length and may not occur more than twice (2) per semester.
3. All visitors (including volunteers) shall register in the school office through the Lobbyguard system and obtain a visitor sticker immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her driver’s

license and his/her purpose for entering school grounds. Visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing, etc.) may be denied registration. When recommended or requested by the Department of Public Health or local health authorities, visitors and volunteers will be required to wear personal protective equipment, such as masks, and practice social distancing. Bridges reserves the right to implement additional measures for the protection of its school community, including but not limited to limiting non-essential visitors on campus or requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

4. 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. Bridges 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 Bridges, consistent with the law. The Bridges Board of Directors and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed 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.

5. For purposes of school safety and security, the Director, Assistant Director, or designee may design a visible means of identification for visitors while on school premises.

6. 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 or anywhere on campus without the teacher's and Director's or Assistant Director's written permission.

7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Lobbyguard System in the main office.

8. The Director, Assistant Director, 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.

9. The Director or Assistant Director may direct a visitor without lawful business on campus to leave campus when the visitor's presence or acts that interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities.

Any visitor who is directed to leave by the Director, Assistant Director, or designee will not be permitted to return to the Charter School campus for at least seven (7) days.

10. The Director, Assistant Director or designee may withdraw consent to be on campus for up to fourteen (14) days 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 orderly operation.

Consent shall be reinstated whenever the Director and/or Assistant Director has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the School campus. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing is to be sent. The Director shall grant such a hearing not later than seven (7) days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

11. The Director, Assistant 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, Assistant Director, or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor.

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

13. The Director, Assistant Director, or designee may seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

Penalties Pursuant to the California Penal Code

a. If a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, the visitor will be guilty of a misdemeanor, 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.

b. Under California Education Code section 44811, any parent, guardian, or other person whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and is punishable, upon the first conviction, by a fine of 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.

c. Disruptive conduct may lead to Bridges' 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

VOLUNTEERING

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

1. Volunteerism by parents is encouraged but not mandatory. All Volunteers must complete the Bridges Charter School Volunteer application available in our front office and on our website. Additionally, 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. Consistent with Bridges' legal duty to maintain a safe and healthy workplace, and to limit the spread of COVID-19, the school shall enforce a COVID-19 vaccination policy for volunteers and visitors. In order to participate on campus during the school day, parents must show proof of a full vaccination against COVID-19 and agree to adhere to all health and safety measures described in Bridges' COVID Safety Plan.

The Bridges Board of Directors recognizes opportunities for volunteers to participate without proof of full COVID-19 vaccination in the following capacity:

Volunteers can walk their children to the school site in the mornings and pick-up their children on site so long as they stay outdoors and stay on site for no longer than 15 minutes.

Volunteers can participate in school sponsored off-campus events after 4pm without showing proof of vaccination so long as they follow protocols for masking and physical distancing.

Volunteers can participate on off-campus school sponsored field trips, drive their own child, and be an approved chaperone on off-campus field trips without proof of vaccination so long as a negative COVID-19 PCR test is submitted to the office within 72 hours of the calendared field trip. The COVID test

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. Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act (“FERPA”) Policy.
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.
8. Any prospective volunteer with a felony conviction, either self-reported or discovered through a background check, and who desires to volunteer at Bridges will undergo additional screening. The Director or designee will consider the following factors when approving the volunteer request:
 - a. The prospective volunteer must be fingerprinted by the DOJ and FBI.
 - b. A prospective volunteer with a felony conviction will not be able to volunteer if the:
 - i. Felony conviction was incurred within the past 10 years.
 - ii. Felony conviction involved the following (regardless of date):
 1. Any conviction covered under Megan’s Law.
 2. Any conviction covered under California’s Child Abuse Laws (including but not limited to Penal Code section 273d).
 3. Any sexual offense conviction (including but not limited to Education Code section 44010).
 4. Any conviction that prevents or restricts access to schools and/or children, potentially including substance abuse convictions, serious or violent felonies, etc.
 - c. Any prospective volunteer with a conviction greater than 10 years ago and not included within the list above may have their request to volunteer reviewed by the Board of Directors for volunteer eligibility. The decision by the Board of Directors may include review of certain additional screenings such as, but not limited to, the following:
 - i. The prospective volunteer must no longer be on parole.
 - ii. The prospective volunteer has no additional convictions on their record since the time of the felony conviction.
 - iii. The type of volunteer position being sought.
 - iv. Remedial steps taken by the prospective volunteer.

- d. Based on the Board's analysis, a prospective volunteer with a felony conviction greater than 10 years may volunteer on or off campus. Based on the volunteer position sought, the Board may elect to limit the volunteer's duties, including, but not limited to, being prohibited from supervising or transporting students, or working with students directly or altogether.