



WOODLAND STAR CHARTER SCHOOL

Waldorf-Inspired Public Education, Serving Grades TK-8.

CLASSROOM AND SCHOOL VOLUNTEER, VISITATION, AND REMOVAL POLICY

While Woodland Star Charter School (“WSCS” or the “Charter School”) encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, Woodland Star 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 the instructional program, the WSCS Charter Council has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

WSCS encourages parents to contribute to the education of all children in the school community. Each family is encouraged to devote at least fifty hours of volunteer time per year.

There are a number of ways parents can become involved in the life of the school and fulfill their parent participation commitment. There are various ways to support your class teacher both in school and out of school. Assisting in specialty classes, making crafts, cleaning the classrooms, doing laundry, sewing and making costumes, organizing camping and field trips all describe some of the help needed. Playground, garden, and site beautification are important tasks affecting the quality of classroom life and the need for parent support.

The following are an example of volunteer opportunities for parents:

- Assist in the classroom or teach a class using special skills you have to offer
- Serve on Parent Association, Charter Council or a Committee
- Serve as a Class Parent
- Volunteer at one of the Festivals, events or fundraisers sponsored by the school
- Attend orientations, all-school meetings, educational evenings and assemblies
- Participate in and drive for class field trips if invited by a teacher
- Assist with class plays – costuming, sets, lighting, etc.
- Offer help in the office
- Create fundraising opportunities for the school.

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. A volunteer shall also have on file with WSCS 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 the Woodland Star Charter Council, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.
3. Volunteering must be arranged with the classroom teacher and Administrator or designee, at least forty-eight (48) hours in advance.
4. A volunteer may not volunteer in the classroom for more than three (3) hours per month.
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. If a volunteer is uncomfortable following the direction of the teacher or aide the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) 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.
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.
8. Volunteerism by parents is encouraged but not mandatory. Any volunteer hours are tracked for purposes of maintaining data on the parent participation at the School.
9. This Policy does not authorize Woodland Star to permit a parent/guardian to volunteer or 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.

Visitation

WSCS welcomes parents/guardians and interested adult members of the community to visit the school and view the educational program. In order to ensure the integrity of the educational program, siblings are only welcome to visit at the discretion of the Administrator and the class teacher. To ensure the safety of students and staff as well as to minimize interruption of the instructional program, WSCS has established the following procedures to facilitate visits during regular school days:

1. Visits during school hours should first be arranged with the teacher and Administrator or designee, at least three (3) school days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three (3) school days in advance. Parents/guardians seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Administrator or designee.
2. All visitors (including volunteers) shall register with the main office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.
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. WSCS 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 WSCS, consistent with the law. The WSCS Charter Council 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.
4. For purposes of school safety and security, the Administrator or designee may design a visible means of identification for visitors, such as a visitor lanyard, that must be worn while on school premises.
5. Except for unusual circumstances, approved by the Administrator, WSCS visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.

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 without the teacher's and **Administrator**'s written permission.
7. If you are visiting a classroom, you must knock on the classroom door and wait for a response before entering. This may take several minutes if the class is in an activity.
8. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
9. The **Administrator**, 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.
10. The **Administrator** 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 WSCS's orderly operation. If consent is withdrawn by someone other than the **Administrator**, the **Administrator** may reinstate consent for the visitor if the **Administrator** believes that the person's presence will not constitute a disruption or substantial and material threat to WSCS's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
11. The **Administrator** 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 **Administrator** 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.
12. Any visitor who is denied registration or has his/her registration revoked may request a conference with the **Administrator**. 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 **Administrator** with fourteen (14) days of the denial or revocation of consent. The **Administrator** 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 **Administrator** shall be held within seven (7) days after the **Administrator** receives the request. If no resolution can be agreed upon, the **Administrator** shall forward notice of the complaint to the WSCS Charter Council. The WSCS Charter Council shall address the Complaint at the next regular Board meeting and make a final determination.

Board Policy #: [BP121119]

Adopted/Ratified: [INSERT]

Revision Date: [INSERT]

13. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Administrator or designee is located, and what route to take to that office, and setting forth the penalties for violation of this Policy.
14. The Administrator 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 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 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.
3. Disruptive conduct may lead to WSCS'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.