

Community Learning Center Schools Visitor and Volunteer Policy

Community Learning Center Schools is committed to providing a safe and secure learning environment for its learners. Parental involvement or volunteering is not a requirement for acceptance to or continued enrollment in the school (Ed Code 47605(n)). We encourage parents/guardians and interested members of the community to visit and view our educational programs. However, the enhanced involvement and assistance of parents, community members and outside organization representatives in CLCS programs and activities increases the number of overall visitors to our campus. To ensure the safety of learners and staff, to minimize interruption of the instructional program, and for the purpose of efficient classroom or learning space management, CLCS has established the following procedures to guide visitors' behavior during regular school hours.

Visitors and Observers

1. All visitors, including short-term visitors and long-term volunteers, shall register with the front office immediately upon entering any CLCS building or grounds. When registering, the visitor may be required to provide his/her name, address, occupation, age (if under 21), purpose for entering school grounds and proof of identity. For purposes of school security and identification, visitors will be provided a badge that is to be worn at all times while on school grounds.
2. Observations during school hours should first be arranged with the Lead Facilitator or designee, at least 24 hours in advance. If a conference is desired, an appointment should be set with the Lead Facilitator or designee during non-instructional time, at least three days in advance unless otherwise agreed upon by both parties. Except in unusual circumstances previously approved by the Lead Facilitator or designee, classroom or learning space visits should not exceed 45 minutes in length and may not occur more than twice per month.
3. The Lead Facilitator or designee may refuse access to a visitor if s/he has a reasonable basis for concluding that the visitor's presence or behavior would disrupt the school, learners or staff; would result in damage to property; or would result in the distribution of use of unlawful or controlled substances.
4. The Lead Facilitator or designee may withdraw consent to be on campus, even if the visitor has a right to be on campus, whenever there is reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of CLCS, or would disrupt or is disrupting the school, its learners and/or staff.
5. The Lead Facilitator or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave CLCS grounds. When a visitor is directed to leave, the Lead Facilitator or designee shall inform the visitor that if s/he re-enters the school without following the posted requirements s/he may be guilty of a misdemeanor.

6. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Executive Director or designee. The request shall be in writing, and will state why the denial or revocation was improper, give the address to which notice of hearing is to be sent, and be delivered to the Executive Director or designee within ten (10) business days of the incident that resulted in the visitor's registration being revoked or denied. The Executive Director or designee shall promptly mail a written notice of the date, time and place of the hearing to the complainant, scheduling the hearing within seven (7) days of receiving the hearing request. The Executive Director's or designee's response to the hearing will be sent via USPS within ten (10) days of the hearing. The decision of the Executive Director or designee is final.
7. The Executive Director or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
8. At each entrance to CLCS grounds, signs shall be posted specifying the hours during which registration is required, stating where the main office is located and what route to take to that office.
9. No electronic listening or recording device may be used by learners or visitors in a classroom or learning space without the facilitator's and Lead Facilitator's or designee's written permission.
10. With prior permission, visitors may not use cell phones when observing in a classroom or learning space. Cell phones must be silenced or off while on CLCS grounds.
11. Except when prior permission has been granted, visitors shall not communicate with a child other than their own, unless there are safety risks involved.
12. Except when prior permission has been granted, visitors shall not converse with learners, facilitators and/or staff during the visitation.
13. Visitors shall enter and leave the classroom as quietly as possible.
14. Visitors shall not interfere with the execution of any school activity during the visitation.
15. Visitors bringing food for their own learners shall not also bring food sufficient for other children.
16. Visitors bringing food to share at school for a celebration related to their child (e.g., birthday) shall leave the food in the main office for distribution at the appropriate time.
17. Children who are not enrolled at the school are not to be on campus unless prior approval of the Lead Facilitator or designee has been obtained.

Volunteers

1. A long-term visitor is a CLCS volunteer, defined as an individual working under the direction and supervision of a paid CLCS employee to provide a service without compensation on campus while working with or around children. Volunteer services are available to learners as a whole, and are based upon the assessment of learners' needs. These may include, but are not limited to, teaching or facilitating targeted learning experiences,

mentoring, supervision of enrichment activities, and transportation. Volunteer services are offered in accordance with the needs of CLCS.

2. Except in unusual circumstances previously approved by the Lead Facilitator or designee, CLCS does not assign volunteer assistance during core academic instruction (i.e., English/Language Arts, Math, Science, Social Studies/History).
3. CLCS requires all volunteers to be Live Scanned prior to the individual commencing volunteering. Volunteers must abide by all applicable laws and CLCS policies including the submission of Live Scan results. Live Scan searches Department of Justice databases and provides a criminal record summary. This requirement is a condition of obtaining clearance to volunteer with learners.
4. Prior to volunteering, individuals must show proof of negative tuberculosis (TB) test results within the last four (4) years. TB testing must be re-administered and proof of negative results provided when the original testing expires, or every four (4) years, whichever is soonest.
5. For volunteers in the classroom or learning space, the facilitator has full discretion as to the use of volunteers and the time and duration of the volunteer's work shift. The facilitator or staff will provide direction and monitoring of volunteer activities. However, volunteers must be able to work independently on assigned tasks. Volunteers shall not meet privately with one learner at a time. Other learners, or staff, must be present at all times.
6. Classroom or learning space volunteers are there to benefit the entire class and not solely for the benefit of their own child, if in fact the volunteer is a parent of a learner in the classroom or learning space. Classroom or learning space volunteers must follow instructions provided by the facilitator or designee. Classroom or learning space rules also apply to parent volunteers to ensure minimal distraction to the facilitator. If a volunteer is uncomfortable following the facilitator's direction, the volunteer may leave his/her position for that day.
7. When working with learners and families, it is inevitable that volunteers will encounter confidential information protected by federal law. Such information gained by volunteers regarding individual learners (e.g., academic performance or behavior) is to be maintained in strictest confidence. Questions or comments concerning their child's academic performance or behavior must be addressed in a separate meeting between parent and facilitator. Learner discipline is to be left to the facilitator, even for a parent volunteer's own child, with the exception of light reminders to stay on task.
8. Volunteers may transport learners only with permission of CLCS. If volunteers transport learners to and from school events, they must have a valid California driver's license, provide proof of automobile liability insurance, and have a seat belt for every child. Volunteers will be required to provide appropriate documentation and sign any required acknowledgements prior to transporting learners.

9. Volunteer shall not use obscene or discriminatory language at any CLCS event.
10. Volunteers shall not be in possession of or under the influence of alcoholic beverages and/or illegal drugs and/or marijuana or possession of firearms while serving in a volunteer capacity.
11. When serving as a chaperone at an official CLCS event, volunteers will not leave the grounds unless approved by staff in charge of the event.
12. Volunteers shall not sign any agreements on behalf of CLCS. If they are asked to sign such an agreement they should contact the Lead Facilitator for assistance.
13. Volunteers must read and sign Alameda Community Learning Center's or Nea Community Learning Center's Volunteer Handbook each school year prior to volunteering.
14. Volunteers may not use cell phones when volunteering in a classroom or learning space. Cell phones must be silenced or off while on CLCS grounds. Volunteers transporting learners to and from school functions may never use a cell phone while driving.
15. Volunteers may never discipline or speak to a learner or staff person in a disparaging manner.

Penalties

1. Pursuant to the California Penal Code, if a visitor or volunteer does not leave after being asked or if the visitor or volunteer returns without following the posted requirements after being directed to leave, s/he will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
2. Further conduct of this nature by the visitor or volunteer may lead to CLCS pursuing a restraining order against such visitor which would prohibit him/her from coming onto CLCS grounds or attending CLCS activities for any purpose for a period of three (3) years.