



CAMPUS POLICIES AND EXPECTATIONS

Classroom Visits

During the school year, we hope you will come to school, meet your child's teachers and become acquainted with the school program. Classroom visits are encouraged after the first three weeks when teachers have had an opportunity to evaluate each student's strengths and needs. To make a classroom visit, please stop by the office and request a visitor's permit. If you want to observe your child's class, you should inform the teacher of your desire and arrange a mutually agreeable time for observation.

Messages and Deliveries

No messages or unnecessary classroom interruptions will be permitted. Please make alternate arrangements with student in advance in case your usual plans change. We do not wish to interrupt a class; therefore, we will not accept balloons, flowers, food or gifts of any kind to be delivered to your student. Students who are in possession of balloons at school will be required to leave them in the Main Office or their Academy Office until the end of the school day.

Parent-Teacher Conferences

If you would like a parent-teacher conference, please send a note to your teacher or Academy Office requesting an appointment or ask that the teacher call you. Please inform the teacher if you desire to arrange a mutually agreeable time for observation. Conferences prove to be valuable in keeping parents informed of their child's progress. Please refer to our Volunteer and Visitation Policy below for further details.

Volunteers Welcome

We encourage everyone to become a volunteer at BCCHS. There are many venues in which you can volunteer your time during school hours and non-school hours. Call our Parent Center to ask about venues for becoming a volunteer (you will need to get a current TB test).

- Committees: Curriculum and Instruction, Facilities and Operations, Human Resources, and Student Services
- Parent Organizations: PTSA, DAD's Club
- Support Organizations: Birmingham Alumni Association

Please consult the BCCHS website or contact us at (818) 758-5200 for additional information on meeting times.

Volunteer and Visitation Policy

While Birmingham Community Charter High School ("BCCHS") encourages parents/guardians and interested members of the community to visit BCCHS and view the educational program, BCCHS 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, BCCHS 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. Prior to an initial volunteer assignment, volunteers must submit a certificate showing that, within the past sixty (60) days, the volunteer submitted to a Tuberculosis ("TB") risk assessment and, if TB risk factors were identified, was examined and found to be free of infectious TB. If no risk factors are identified, an examination is not required. Volunteers who do not have any risk factors for exposure to TB or who test negative for TB shall thereafter be required to take a TB test every (4) four years. The cost of this TB clearance will be paid by the volunteer.
2. Volunteers who will volunteer on field trips or excursions, overnight or outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering outside the direct supervision of a credentialed employee. The cost of this fingerprinting and background clearance will be paid by BCCHS.
3. 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.

4. Volunteering must be arranged with the classroom teacher and Director of Human Resources or designee, at least forty-eight (48) hours in advance.

5. A volunteer may not volunteer in the classroom for more than three (3) hours per week.

6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality, in accordance with the Volunteer Agreement.

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.

Visitation

1. Visits during school hours should first be arranged with the teacher and CEO/Principal 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. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the CEO/Principal or designee.

2. All visitors shall register in the Visitors Log Book to complete a Visitor's Permit in the Security Booth and/or 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, his/her purpose for entering school grounds, and proof of identity. Persons under 21 years of age are not allowed on campus during school hours. For purposes of school safety and security, the CEO/Principal or designee may require a visible means of identification for visitors while on school premises.

3. The campus is closed during student lunch for the safety of our students.

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. BCCHS 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 BCCHS, consistent with the law. The Charter School Governing Board 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. Except for unusual circumstances or requests that are given an exception and approval by the CEO/Principal, school visits should not exceed approximately ninety (90) minutes in length.

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 CEO/Principal's written permission.

7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office or Security Booth.

8. The CEO/Principal, or their designee, may refuse to allow school access 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 CEO/Principal 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 the school's orderly operation. If consent is withdrawn by someone other than the CEO/Principal, the CEO/Principal may reinstate consent for the visitor if the CEO/Principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent can be withdrawn for up to fourteen (14) days.

10. The CEO/Principal 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 CEO/Principal 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.

11. Any visitor that is denied registration or has his/her registration revoked may request a conference with the CEO/Principal. 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 CEO/Principal with fourteen (14) days of the denial or revocation of consent. The CEO/Principal 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 CEO/Principal shall be held within seven (7) days after the CEO/Principal receives the request. If no resolution can be agreed upon, the CEO/Principal shall forward notice of the complaint to the Board of Directors. The Board of Directors shall address the complaint at the next regular board meeting and make a final determination.

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 CEO/Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.

13. The CEO/Principal 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 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 BCCHS'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.