

Classroom and School Volunteer, Visitation, and Removal Policy

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

Volunteer ~~Guidelines~~-Policy

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

1. Volunteering must be arranged with the classroom teacher and Executive Director or designee, at least twenty-four (24) hours in advance.
2. 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 ~~and school~~ 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.
3. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
4. Questions or comments concerning a child’s academic performance or behavior must be done in a separate meeting between parent and teacher, as arranged with the teacher. Student discipline is to be left to the teacher, even for a parent volunteer’s own child, with the exception of light reminders to students to stay on task.
5. 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.
6. This policy does not authorize OCS 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.
7. ~~The Executive Director or designee may withdraw consent to be on campus even if the 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 the school’s orderly operation. If consent is withdrawn by someone other than the Executive Director, the Executive Director may reinstate consent for the visitor if the Executive Director 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.~~

8. The Executive Director or designee may request that a volunteer who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a volunteer is directed to leave, the Executive Director or designee shall inform the volunteer that if they reenter the school without following the posted requirements he/she will be guilty of a misdemeanor.

Steps to Volunteer

Summary; All OCS volunteers need:

- LiveScan (see below – Ms. Debbie, our HR rep, will receive the report in 1-2 weeks after your submission) **This LiveScan will last your entire time at OCS!**
- TB test (link below if needed) **These TB test results will be good for 4 years!**
- Sign a Volunteer Commitment Form **Only needs to be completed once!**
- Sign in at the front office and get a daily volunteer badge/sticker the day you volunteer

STEP 1: Make sure OCS has your LiveScan on file:

[Please click here for the LiveScan application](#)

Please note: Livescan clearance is a formal criminal background investigation check through the Department of Justice. This check is done to keep our students as safe as possible. Please note that by doing the livescan process, you are sharing your criminal background information with OCS. Volunteers will be asked to complete the school's volunteer LiveScan form in order to have a fingerprint background check completed and reported to the school. The report returned to the school will show the criminal history of the individual, including arrest history, and misdemeanor & felony convictions. Subsequent arrest notifications will continue to be transmitted to the school as they occur. The school will use the most recently reported information to determine an individual's eligibility to volunteer. For more information about fingerprint background checks, please visit the state's website here <https://oag.ca.gov/fingerprints>. Please note: it typically takes 1-2 weeks for a livescan to clear.

You can get your Live Scan done at a UPS Store, most Mail n' More type businesses, or for a higher fee; your local Police Station. You can also do a Google search of "live scan locations near me".

THIS WILL LAST INDEFINITELY.

STEP 2: Submit TB test results (must not be taken more than 60 days ago) to Mrs. Lavender (mrslavender@oceans.org) or Ms. Angela (msangela@oceans.org).

Here is a parent-recommended resource for LiveScan and TB tests!:

<https://wellnessmart.com/tb-live-scan/>

THIS WILL LAST FOR 4 YEARS.

STEP 3: Sign a [Volunteer Commitment Form](#)

This will be sent to msangela@oceans.org automatically. Please allow 24-48 hours for confirmation of submission.

STEP 4: The day you plan to volunteer...

- When you arrive on campus, check in to the front office for a clearance badge and sign in on the Volunteer sign-in sheet.

The office staff will double-check that you have completed steps 1-4, and will give you a volunteer clearance badge **or sticker to wear for the day.**

Additional Information for Field Trips

If you are planning on being a chaperone and/or parent driver for field trips, please complete steps 1-4, and submit the following documents to your student's teacher or the assigned class rep. Once all documents are collected, they will be given to Mrs. Lavender to double check.

IF PARENTS ARE ATTENDING/DRIVING, EACH ADULT WILL NEED:

- ✓ CHAPERONE AGREEMENT
- ✓ LIVE SCAN CLEARANCE FOR OCS
- ✓ TB TEST RESULTS

EACH DRIVER MUST SUBMIT:

- ✓ STUDENT TRANSPORTATION POLICY
- ✓ PARENT DRIVER PLAN
- ✓ CLEAN DRIVER RECORD DMV PRINT OUT
- ✓ COPY OF VALID DRIVER'S LICENSE
- ✓ COPY OF INSURANCE POLICY:

Must show driver's name,

Must show policy effective and expiration dates,

Must show driver has at least the minimum liability coverage of:

\$100,000 bodily injury per person

\$300,000 bodily injury per occurrence

\$100,000 property damage per occurrence

[Please click here for the chaperone agreement.](#)

[Please click here for the student transportation policy.](#)

[Please click here for the parent driver plan document.](#)

You can get your DMV record here (immediate print or screen shots needed):

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

Observation Policy

Parents/Guardians are welcome to observe in their child's classroom at OCS. Our guidelines for observations are as follows:

1. Classroom observations must be arranged in advance and with administrative permission.
2. Observations should not exceed 60 minutes.
3. Observers are required to check into the office prior to the observations, sign in, and obtain a visitor's pass
4. When in the classroom, observers should be respectful of the class rhythm and should not interact with the students or engage in any dialog with the class teacher. A chair will be provided for observers in an area that is the least disruptive to the class.
5. Should observers have any questions following the visit, they may leave a note in the teacher's or administrations's mailbox either requesting a phone conference or a face to face meeting,
6. Parents/guardians may observe up to three times during the school year.

Visitation Guidelines Policy

1. Visits during school hours should first be arranged with the teacher and Executive Director or designee, at least twenty-four (24) 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 Executive Director or designee.
2. All visitors shall report their presence on campus by volunteer log and acquire a volunteer badge from the main office immediately upon entering any school building or grounds 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. Visitors shall make this volunteer badge visible at all times.
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. OCS 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 OCS, consistent with the law. The OCS 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. To help identify the officer, OCS may ask the officer to wear a volunteer badge while on the school site.

4. Except for unusual circumstances, approved by the Executive Director, school visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
5. 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 Executive Director's written permission.
6. Before leaving campus, the visitor shall return the volunteer badge upon conclusion of their visit and sign out of the volunteer log in the main office.
7. The Executive 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.
8. The Executive Director 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 Executive Director, the Executive Director may reinstate consent for the visitor if the Executive Director 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.~~
9. The Executive 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 Executive Director 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.
10. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Executive Director. 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 Executive Director within fourteen (14) days of the denial or revocation of consent. The Executive Director 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 Executive Director shall be held within seven (7) days after the Executive Director receives the request. If no resolution can be agreed upon, the Executive Director shall forward notice of the complaint to the Board of Directors and follow the dispute resolution policy.
- ~~11. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Executive Director or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.~~
12. The Executive Director 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 Ocean Charter School'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.

Policy Regarding Responding to Requests for Access to School Grounds for Immigration-Enforcement Purposes

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of the Ocean Charter School during school hours without having registered with the principal or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:

- ✓ Name, address, occupation;
- ✓ Age, if less than 21;
- ✓ Purpose in entering school grounds;
- ✓ Proof of identity; and
- ✓ Any other information as required by law.

The Ocean Charter School shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

The Ocean Charter School personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

As early as possible, Ocean Charter School personnel shall notify the Executive Director of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the Executive Director, Ocean Charter School personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Executive Director.

2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.

3. Ask the officer for his/her reason for being on school grounds and document it.

4. Ask the officer to produce any documentation that authorizes school access.

5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.

6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, Ocean Charter School personnel should comply with the officer's orders and immediately contact the Executive Director.

7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:

- an ICE (Immigrations and Customs Enforcement) administrative warrant, Ocean Charter School personnel shall inform the agent that they cannot consent to any request without first consulting with the school's counsel or other designated agency official.
- a federal judicial warrant, if feasible, Ocean Charter School will consult with the legal counsel or designated administrator before providing the agent access to the person or materials specified in the warrant.
- a subpoena for production of documents or other evidence, the Ocean Charter School personnel shall inform the legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.

8. While Ocean Charter School personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, Ocean Charter School personnel shall document his or her actions while on campus.

9. After the encounter with the officer, Ocean Charter School personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

- ✓ List or copy of the officer's credentials and contact information;
- ✓ Identity of all school personnel who communicated with the officer;
- ✓ Details of the officer's request;
- ✓ Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;

- ✓ [Local educational agency] personnel's response to the officer's request;
- ✓ Any further action taken by the agent; and
- ✓ Photo or copy of any documents presented by the agent.

10. Ocean Charter School personnel shall provide a copy of those notes, and associated documents collected from the officer, to the school's legal counsel or other designated agency official.

11. In turn, the Ocean Charter School's legal counsel or other designated official shall submit a timely report to the Ocean Charter School's governing board regarding the officer's requests and actions and the school's response(s).

12. E-mail the Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

Ocean Charter School personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

Ocean Charter School personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.