

## ACCESS RESTRICTION POLICY

The Charter School encourages parents/ guardians and interested members of the community to visit the school and view the educational program. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and director's written permission.

To ensure the safety of students and staff as well as to minimize interruption of the instructional program the Charter School has established the following procedures to facilitate visits during regular school days: (Parents/guardians will follow procedures outlined in the Home-School Agreement.)

1. Visits during school hours should first be arranged with the teacher and director or designee at least three days in advance.
2. Visitors 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. For purposes of school safety and security, the director or designee shall design a visible means of identification for visitors and shall provide an escort while on school premises.
3. In order to insulate staff from interruptions of vendors and/or organizations during any free time in the school day, vendors are precluded from accessing the campus during the school day with the exception of valid appointments pursuant to this policy. Appointments with vendors and/or organizations may only be made during the lunch hours of the staff member. When entering school grounds, all representatives associated with the vendor and/or organization must follow the registration process as described in this policy. Representatives of vendors/organizations may not approach, solicit, or otherwise disturb any staff members while on campus.
4. A director or designee may refuse to register a visitor if it is believed that the presence of the visitor would cause a threat of disruption or physical injury to teachers, other employees, or students.
5. A 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 If consent is withdrawn by someone other than the director, the director may reinstate consent for the visitor if the director believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent cannot be withdrawn for more than 14 days.

6. The director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the director or designee shall inform the visitor that if he/she re-enters the school without following the posted requirements he/she will be guilty of a misdemeanor.
7. The director or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

## **Penalties**

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 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. Additionally, further conduct of this nature by the visitor may lead to the Charter School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending Charter School activities for any purpose for a period of three (3) years.

## **Home-School Agreement Parent/Guardian Visitation Procedures**

1. Check in at the Main Office to request a classroom observation (a maximum of 20 minutes per day, unless other provisions have been established with the classroom teacher and approved by the Directors) or entry on to the campus.
2. Obtain a visitor's permit prior to the observation which has been approved by the Directors.
3. During classroom observations, enter and leave the classroom as quietly as possible, not conversing with students, the teacher, or teacher assistant, and not interfering with the instructional program in any manner.
4. Visit only the classroom (or area) approved for visitation. (As per federal guidelines related to the Charter School's meals program, the cafeteria is for use by enrolled students and school staff only.)
5. Children who are not enrolled at the Charter School are not to be on the campus unless prior approval by the Directors has been obtained.
6. Check out through the Main Office when leaving.