

**CLASSROOM OR LEARNING SPACE AND NEA COMMUNITY LEARNING CENTER
OBSERVATION, VISITOR, VOLUNTEER, AND REMOVAL POLICY**

The Nea Community Learning Center is committed to providing a safe and secure learning environment for its learners. We encourage parents/guardians and interested members of the community to visit and view the educational program. However, the enhanced involvement and assistance of parents, community members, and outside organization representatives in Nea Community Learning Center programs and activities has increased the number of Nea Community Learning Center campus visitors. 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, Nea Community Learning Center has established the following procedures, pursuant to California Penal Code Sections 627, *et seq.*, to facilitate visits during regular school days.

Visitors and Observations

1. All visitors, including short-term visitors and long-term volunteers, shall register with the front office immediately upon entering any Nea Community Learning Center building or grounds. When registering, the visitor may be required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the Lead Facilitator or designee may design a visible means of identification for visitors while on school premises.
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 approximately 45 minutes in length and may not occur more than twice per month.
3. The Lead Facilitator or designee may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its learners, its facilitators, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

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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 presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the Nea Community Learning Center, or would disrupt or is disrupting the school, its learners, its facilitators, or its other employees.
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 Nea Community Learning Center grounds. When a visitor is directed to leave, the Lead Facilitator or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she 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, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to the Executive Director or designee. The Executive Director or designee shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Executive Director or designee shall be held within seven days after the Executive Director or designee receives the request. 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 Nea Community Learning Center 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, and setting forth the penalties for violation of this policy.
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.

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Volunteers

1. A long-term visitor is a Nea Community Learning Center volunteer, which is defined as an individual working under the direction of a paid Nea Community Learning Center employee to provide a service without compensation on campus while working with or around children. Volunteer services are available to the learners as a whole, and are based upon the assessment of the learners' needs. These may include, but are not limited to, teaching or facilitating targeted learning experiences (i.e. workshops) or mentoring (with appropriate credentials or supervision), supervision of enrichment activities, and transportation. Volunteer services are offered in accordance with the needs of Nea Community Learning Center, under the authority of the Governing Board.
2. Except in unusual circumstances previously approved by the Lead Facilitator or designee, Nea Community Learning Center does not assign volunteer assistance during core academic instruction (English/Language Arts, Math, Science, Social Studies).
3. Nea Community Learning Center shall also fingerprint and run a background check on Nea Community Learning Center volunteers at least once prior to the individual being permitted to volunteer. Volunteers must abide by all applicable laws and agree to abide by the policies of Nea Community Learning Center, including the submission of fingerprints and the approval for Nea Community Learning Center or its designee to perform background checks. The fingerprints will be sent to the Department of Justice for the purpose of obtaining a criminal record summary. This requirement is a condition of obtaining clearance to volunteer in contact with any Nea Community Learning Center learners. If the Executive Director or designee reasonably suspects that additional information is required in subsequent school years to ensure the health and safety of learners, he or she may require a volunteer to resubmit fingerprinting and criminal background check information.
4. Prior to volunteering each Nea Community Learning Center year, volunteers must show proof of a negative tuberculosis (TB) test within the last four years.
5. For volunteers in the classroom or learning space falling under the guidelines of paragraph #1 and #2 above, the facilitator has full discretion as to the use of volunteers and the time and duration of in-class or learning space volunteer participation. Overall direction and monitoring of volunteer activities will be under the supervision of the facilitator or other staff, as appropriate. However, volunteers must be able to work independently on volunteer tasks. Volunteers

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shall not meet privately with one learner at a time. Other learners, or staff, must be present.

6. Volunteers in classroom or learning spaces follow all other guidelines indicated elsewhere in this policy. Classroom or learning space volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child, if in fact the volunteer is also a parent of a learner in that classroom or learning space. Classroom or learning space volunteers must follow the instructions provided by the classroom or learning space 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 direction of the facilitator the volunteer may leave their volunteer 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 strict confidentiality. Questions or comments concerning a child's academic performance or behavior must be done in a separate meeting between parent and facilitator, as arranged with the 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 learners to stay on task.
8. Volunteers may transport learners only with permission of Nea Community Learning Center. If volunteers transport learners to and from official events they must have a valid California driver's license, and 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. Volunteers shall not use obscene or discriminatory language at any Nea Community Learning Center event.
10. Volunteers shall not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs or in possession of firearms while serving in a volunteer capacity.

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11. When serving as a chaperone at an official Nea Community Learning Center event, volunteers will not leave the grounds unless approved by the staff in charge of the event.
12. Volunteers shall not sign any agreements on behalf of the Nea Community Learning Center. If they are asked to sign such an agreement they should contact the Lead Facilitator for assistance.
13. Volunteers must read and sign Nea Community Learning Centers' Volunteer Handbook each school year prior to volunteering.

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, he/she 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 the Nea Community Learning Center's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto Nea Community Learning Center grounds or attending Nea Community Learning Center activities for any purpose for a period of three (3) years.

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