



VISITOR POLICY

Closed Campus:

Samueli Academy is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a student away from school during the regular school day without obtaining proper permission from a school official. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

Overview:

Visitors and volunteers are welcome in our school. The Executive Director is responsible for managing the involvement of volunteers and visitor, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for students and staff members or for the visitors themselves. All visitors, volunteers, school board members, parents, and other support personnel are expected to comply with the procedures outlined in this policy.

Procedures:

The Executive Director or designee will:

- Require all parents, visitors, and volunteers to report to the main office of the school immediately upon entrance. This will allow the Executive Director and school staff to account for all persons on campus;
- Submit all visitors' information through our school identification system to background check all visitors. All visitors' identities will be searched for potential matches on California's Megan's List database. Any matches on the database may prevent a visitor from entering the campus, as approved by the Executive Director or designee;
- Keep a log of all parents, visitors, and volunteers who visit campus.
- Provide all parents, visitors, and volunteers with a visitor's badge to wear during their stay at the school. No one is to be permitted to visit or volunteer without a badge;

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- Require that visitors, who wish to observe instruction, pre-schedule classroom visits. The Executive Director should consult with the classroom teacher(s) to arrange a requested visit. The final authority for the decision of when a visit will occur rests with the Executive Director, who must determine whether the frequency of visits by an individual or group of individuals to a classroom cause disruption to the individual program;
- Inform parents and school staff of the procedures outlined in these procedures and any additional procedures instituted, at the school level, to manage visitor involvement in the school.

Executive Director's Authority:

The Executive Director or designee may refuse to register a visitor if s/he appears on California's Megan's List database, or has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.

The Executive Director or designee may ask any parents, visitors or volunteers who refuse to conform to visitors' procedures to exit the campus/building. When a visitor is directed to leave, the Executive Director or designee shall inform him/her that if s/he reenters the school within seven days s/he may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Parents, visitors, and volunteers are not permitted to make impromptu visits to classrooms during the school day without previously checking in with the office staff.