

# **Da Vinci Schools**

## ***Policy and Procedures***

### **VISITORS ON CAMPUS**

The Board of Trustees believes that it is important for parents/guardians, community members, and other school visitors to take an active interest in the issues affecting Da Vinci Schools and its students. Therefore, the Board encourages interested parents/guardians, community members, and others to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, visits during school hours, including classroom observations and parent-staff conferences, must have the consent and approval of the principal or designee. Permission to visit shall be given at the time requested, if appropriate and possible, or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.

At each entrance to school grounds, signs shall be posted specifying the hours during which registration is required, where the registration office is located, what route to take to that office, and the penalties for violation of registration requirements. Any person who is not a student or staff member is considered a visitor and shall register immediately upon entering any school building or grounds when school is in session. (Education Code 32211; Penal Code 627.2, 627.6)

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds. No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

#### **Registration Procedure**

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

The principal or designee may provide a visible means of identification for all visitors while on school premises.

### Denial or Revocation of a Visitor's Registration

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. In particular, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds. (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform him/her that if he/she remains or reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Any visitor who is denied registration or whose registration is revoked may appeal to the Chief Executive Officer or designee by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Chief Executive Officer or designee shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Chief Executive Officer or designee shall be held within seven days after receipt of the request. (Penal Code 627.5)

### Classroom Observations by Parents/Guardians

Parents/guardians have the right to observe the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled. Parents/guardians may also observe instructional and other school activities that involve their child in accordance with the policies and regulations adopted by the Da Vinci Schools Board of Trustees to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians.

A request to the principal or designee to observe a classroom shall be made no less than two business days (48 hours) in advance. The observation date shall be scheduled within a reasonable time frame following the initial request.

To minimize interruptions and distractions during instructional time, and to ensure the health and safety of students, classroom observations are limited to two visits per month per related student with a maximum duration of 20 minutes per visit. At his/her discretion, the principal or designee may approve additional visits or visits that extend beyond 20 minutes.

During a classroom observation, the parent/guardian may not interact with any student or the teacher unless the interaction is initiated by the teacher. The principal or designee may be

present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise. A follow-up meeting with the teacher or principal may be scheduled as needed to address any questions or concerns.

#### Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Section 290 of the Penal Code, including a parent/guardian of a student, shall request written permission from the principal before entering the school grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Chief Executive Officer or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

#### Legal Reference:

##### EDUCATION CODE

32210 Willful disturbance of public school or meeting  
32211 Threatened disruption or interference with classes; misdemeanor  
32212 Classroom interruptions  
35160 Authority of governing boards  
35292 Visits to schools (board members)  
44810-44811 Disruptions; misdemeanor  
48901.5 Authority to regulate use of electronic devices  
49091.10 Parent right to inspect instructional materials and observe school activities  
51101 Parent rights and responsibilities  
51512 Prohibited use of electronic listening or recording device

##### EVIDENCE CODE

1070 Refusal to disclose news source

##### LABOR CODE

230.8 Taking time off to participate in child's educational activities

##### PENAL CODE

290 Sex offenders  
626-626.10 Schools  
626.81 Misdemeanor for registered sex offender to come onto school grounds  
627-627.10 Access to school premises

Adopted: June 19, 2019