



Educational Board Approved Policies

A1: Conditions for Classroom and School Visitation, Communication, and Removal Policy

The Albert Einstein Academies (“AEA” or “Charter School”) encourages parents/guardians and interested members of the community to visit our Schools and view the educational programs. AEA values parents and community members as partners, and is committed to balancing an accessible campus with the rights of all students, teachers, and staff to a safe and orderly learning and working environment. To achieve these desired goals, the Board hereby adopts this visitor and communication policy to be implemented at all AEA school campuses.

A. Definitions

- A “*visitor*” is defined as any person seeking to enter the school building who is not an employee or a current student at the Charter School. All visitors who are not parents or guardians of a student must have a specific and educationally relevant purpose for their visit.
- A “*volunteer*” is defined as any person who voluntarily offers and provides a service to the Charter School with Charter School approval without receiving compensation.

B. Volunteering

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

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with AEA a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the AEA Board of Trustees, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with students.



3. Volunteering must be arranged with the classroom teacher, Principal or designee, at least forty-eight (48) hours in advance.
4. 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 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.
5. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality. Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act (“FERPA”) Policy.
6. 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.
7. Volunteerism by parents is encouraged but not mandatory. Any volunteer hours are tracked for purposes of maintaining data on the parent participation at the School.

C. Visitors

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, AEA has established the following procedures to facilitate visits, including parent visits, during regular school hours:

1. Visits during school hours should first be arranged with the teacher and/or principal or designee, at least one (1) school day in advance of the school visit. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least one (1) school day in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher. Requesting a conference, school visit, or classroom visit at least one (1) school day in advance does not guarantee parents/visitors requested date. The teacher and/or the principal/designee may identify a different date or time based upon the educational program and schedule for the teacher, students, and/or



principal. When multiple classroom visits are requested or there are concerns with disruption to the educational program, AEA may require the written permission of the teacher and the principal/designee prior to the visit.

2. All visitors (including volunteers) shall utilize AEA's automated sign in immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name and the purpose for entering school grounds. For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises and require additional information, such as address, age, and/or proof of identity. In the event that the automated system is not functioning, all visitors will be required to sign in at the front office.
3. A principal 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.
4. All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g., fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. AEA reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.
5. 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. AEA 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 AEA, consistent with the law. The AEA Board of Trustees 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.



D. Limitations of Volunteering or Visitation

6. A principal or designee may withdraw consent to be on campus even if the visitor otherwise 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 principal, the principal may reinstate consent for the visitor if the principal 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 fourteen (14) days. AEA can implement visitation restrictions, as needed, to ensure a safe school environment that is free from disruption.
7. The principal 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 principal 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.
8. The principal or designee may direct a visitor without lawful business on campus to leave campus when the visitor's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities. Any visitor who is directed to leave by the principal or designee will not be permitted to return to the Charter School campus for at least seven (7) calendar days.
9. The principal or designee may seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
10. This Policy does not authorize AEA 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 .

E. Communication

AEA encourages parents to communicate via email. School staff and administration will generally respond to emails within forty-eight (48) hours, not including weekends or holidays. While email communication is encouraged, emailing staff and administration is a privilege, not a right. Parents or guardians who send excessive emails or emails that contain threatening language, foul language or curse words,



harassing language, or otherwise inappropriate language, may be required to meet with administration and agree to alternative methods of communication.

The same caution is advised when using the telephone, written notes or letters, or student planners for communication. Parents who abuse these forms of communication by including threatening language, foul language or curse words, harassing language, or otherwise inappropriate language, may be required to meet with administration and agree to alternative methods of communication. For concerns or complaints, parents are encouraged to meet with administration and/or follow complaint policies.

F. Posted Notifications

At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this Policy.

G. 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, the visitor will be guilty of a misdemeanor, 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, any visitor whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and is punishable, upon the first conviction, by a fine of 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 AEA's pursuit of a restraining order against a visitor, which would prohibit the visitor from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

BOARD APPROVED POLICY

Approved and Adopted: March 11, 2014

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